RHYTHMYX USER MANUAL

EDITING WEB PAGES

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Rhythmyx Content Management Server

1. To access the Rhythmyx web server start up Internet Explorer and enter the following URL**:**

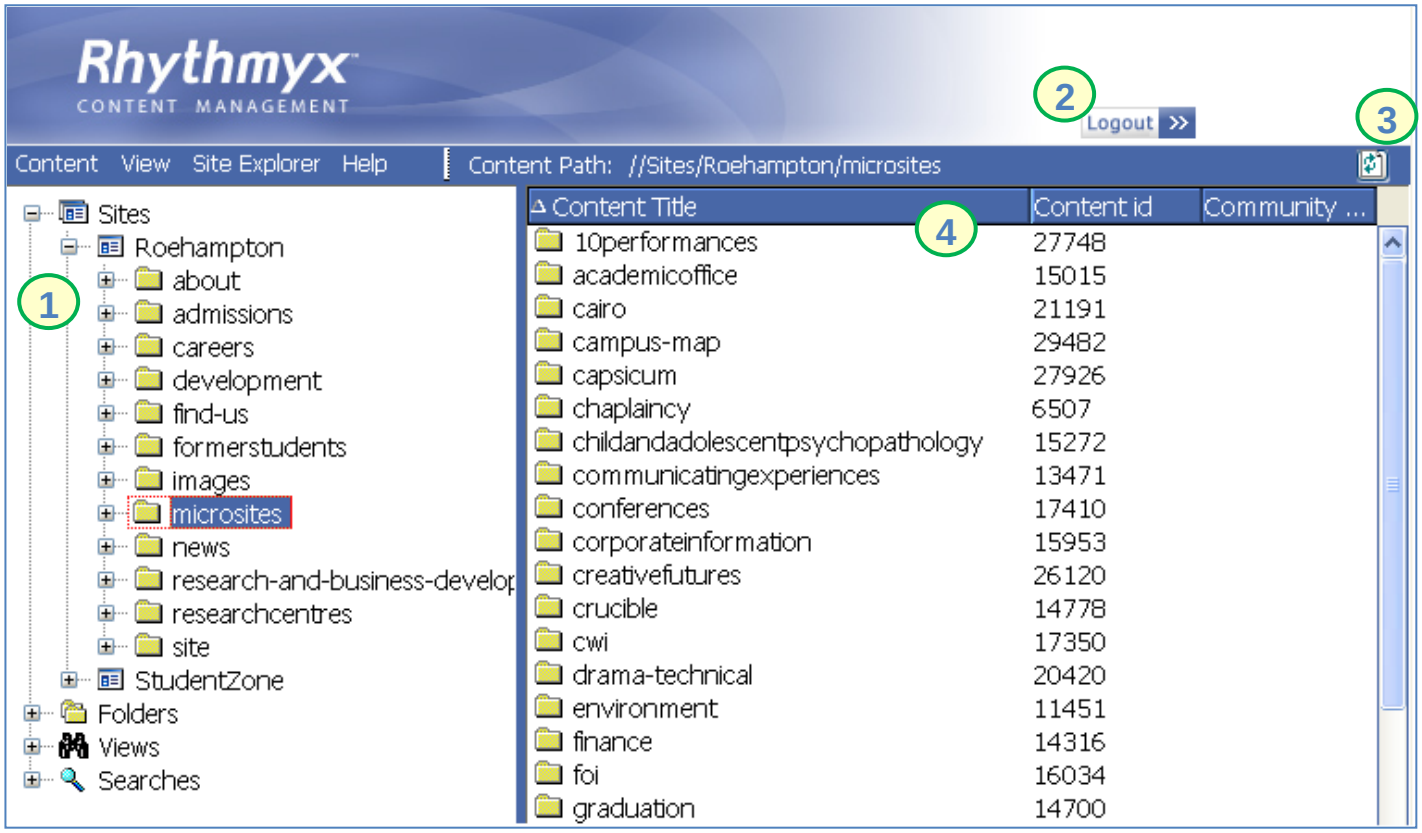
http://homer:9992/Rhythmyx

2. The logon dialogue box will appear. Enter your user name and password.

3. Click the **Login** button or press the **Enter** key on the keyboard.

Content Explorer Window

The Rhythmyx Content Management system will now display a content explorer window. This interface is designed to give a familiar layout and feel to the My Computer window on your PC.



1. The left column allows quick navigation to your community folders.

2. There is a **Logout** button when you want to end your session.

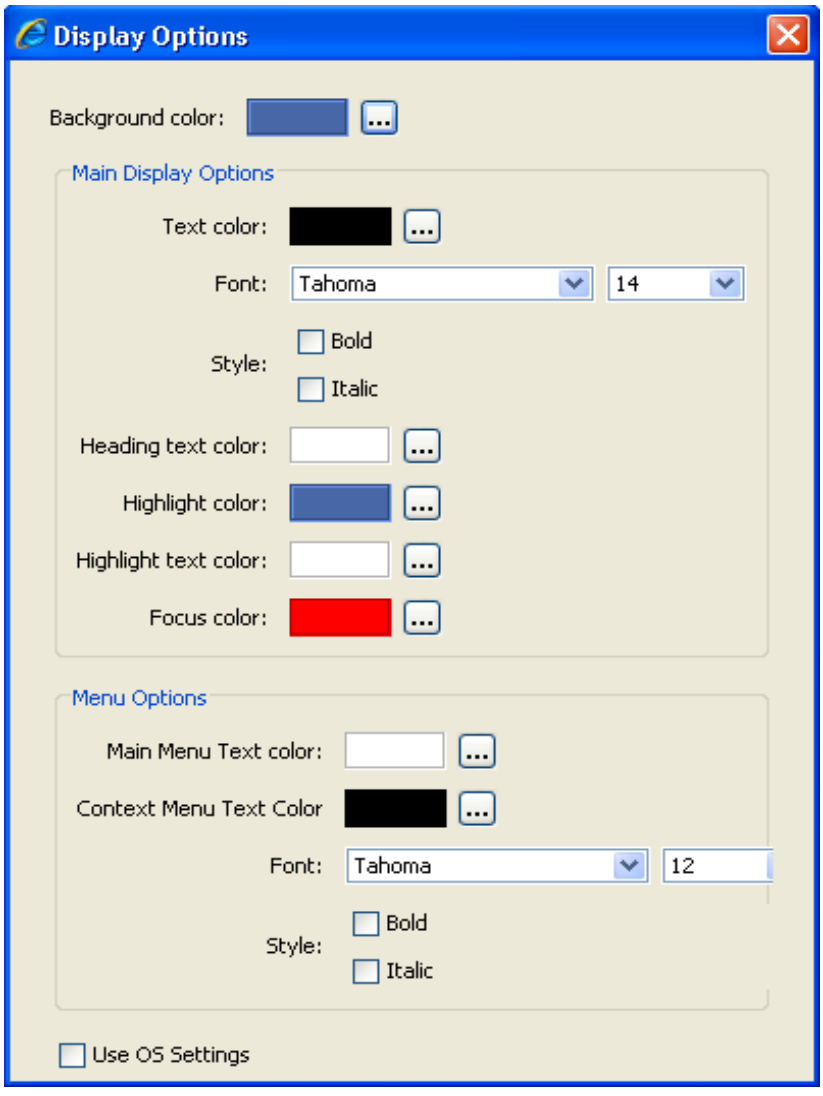
3. The **Refresh** button to update the content explorer window after you make changes.

4. There are column headings which allow you to sort and re-size the columns.

Display Options

If there are issues with the text size or screen colours in the content explorer window, you can change these.

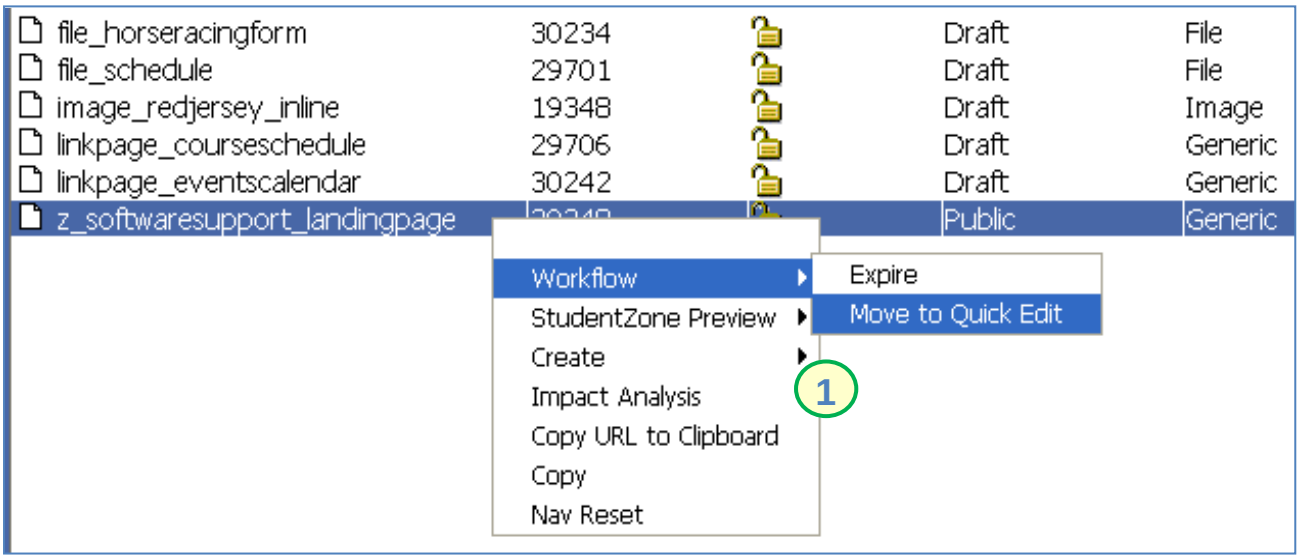
1. Go to the **View** menu and select **Options**.



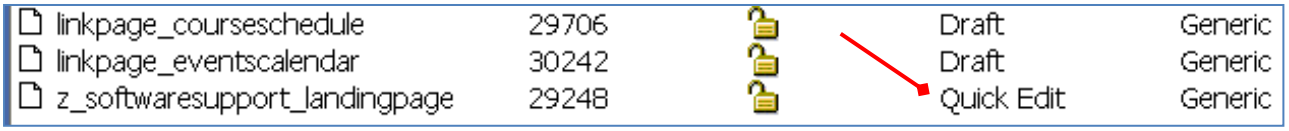
2. The **Display Options** dialogue box will appear.

Editing an Existing Web Page

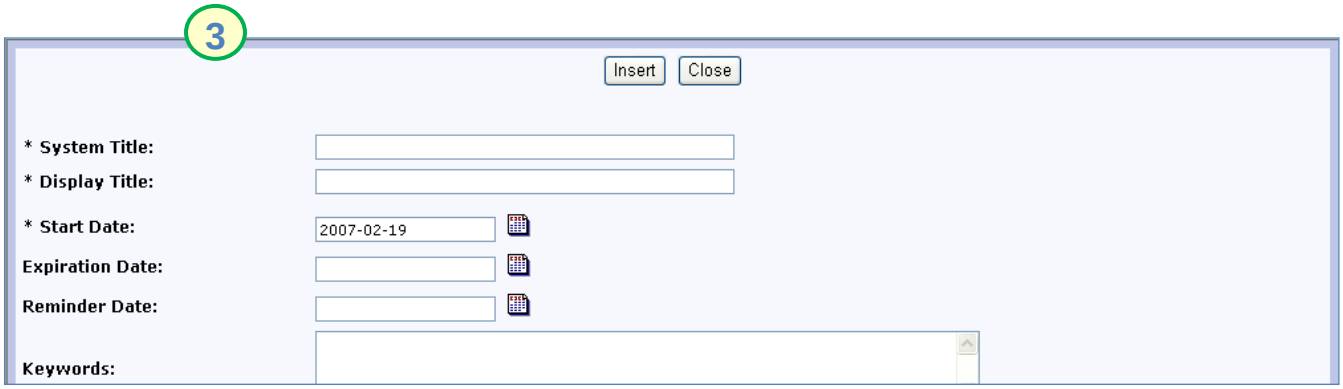
1. Right-click on the generic content item and select **Workflow**, and then, **Move to Quick Edit** from the sub-menus.



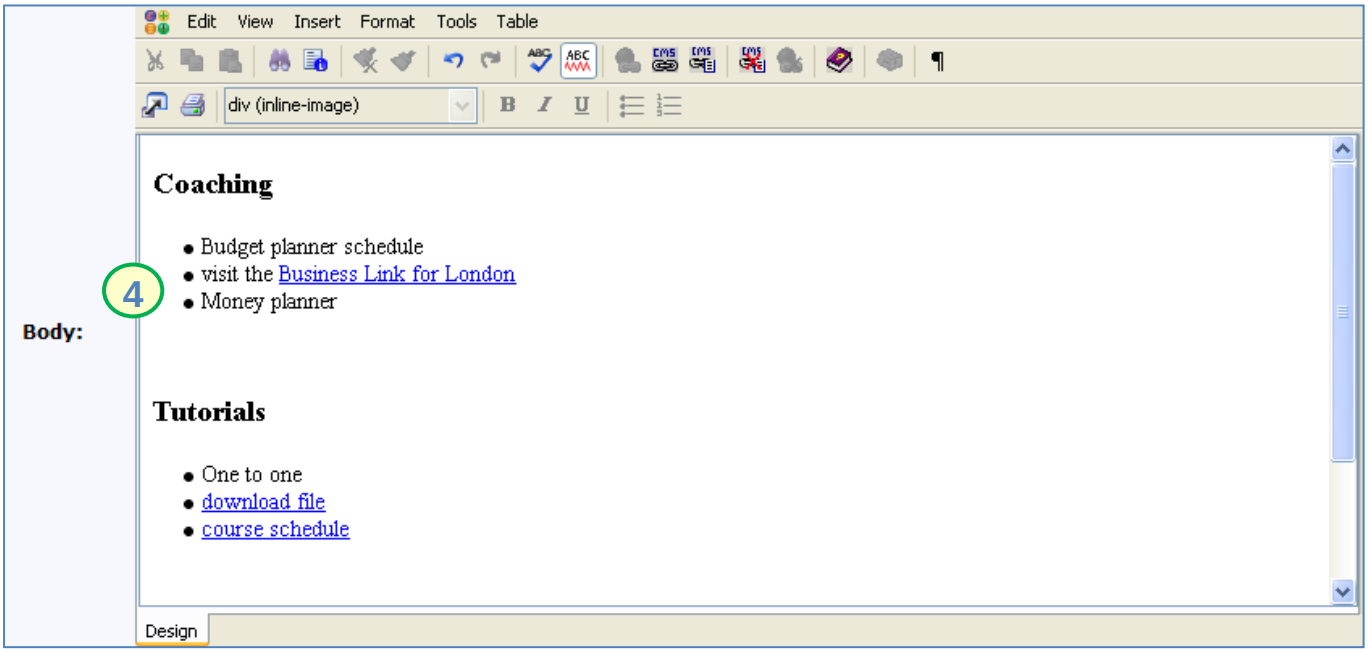
2. After the generic content item is moved to the **Quick Edit** state, simply double-click on it. This will open it in **Edit** mode.


linkpage_courseschedule 29706 Draft Generic
linkpage_eventscalendar 30242 Draft Generic
z_softwaresupport_landingpage 29248 Quick Edit Generic

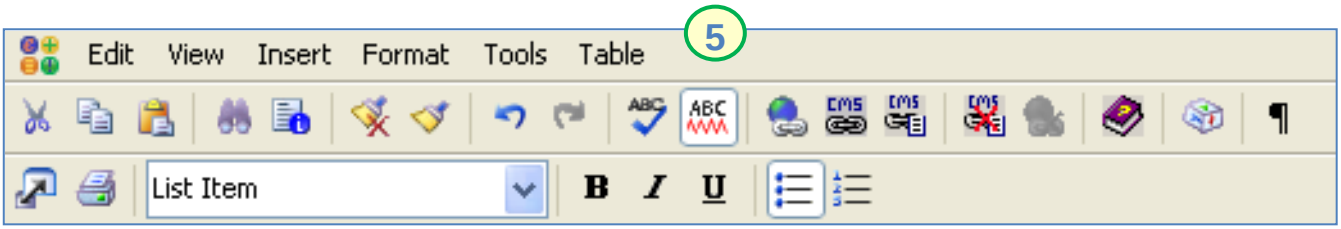
3. In **Edit** mode, a form will appear listing all the properties and text fields.



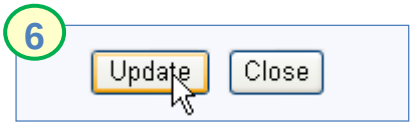
4. Scroll down the web form to the **Body:** box and click inside it. This will open the box and allow editing.



5. Type the changes you want and use the editor toolbar to format the text, add heading styles, and create hyperlinks.



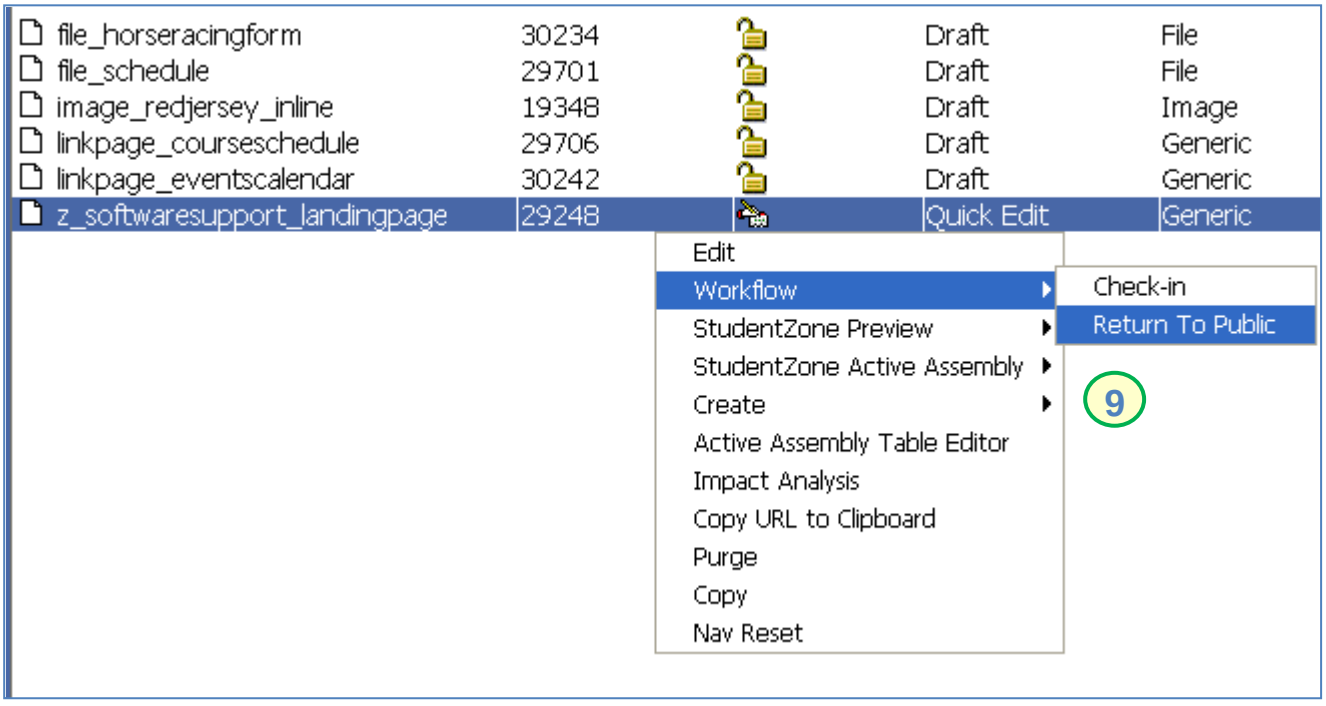
6. To save the changes, move outside the **Body:** box and scroll down to the bottom of the web form, and click the **Update** button.



7. The web form will refresh, and the **Body:** box will be closed to editing. If you want to make more changes, simply click again inside the **Body:** box to open it and allow editing.

8. If you are finished with all editing, then close the web form (red **X** in the top right corner).

9. To effect the changes onto the live Roehampton web site, right-click on the content item and select **Workflow**, and then, **Return to Public** from the sub-menus.

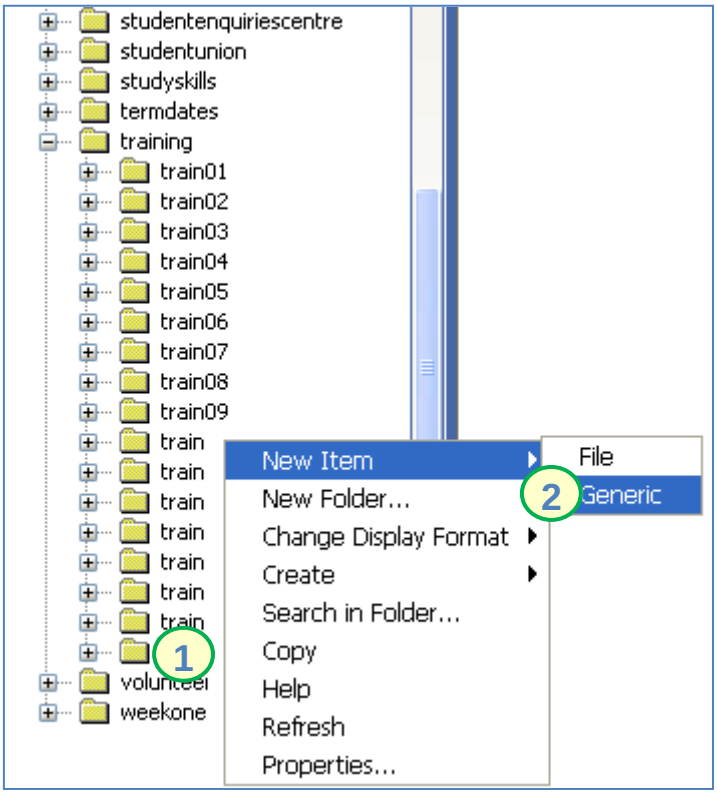


Notes

All content items (for example, Generic, File, or Image) must be in the **Public** Workflow state to be visible on the Roehampton web site.

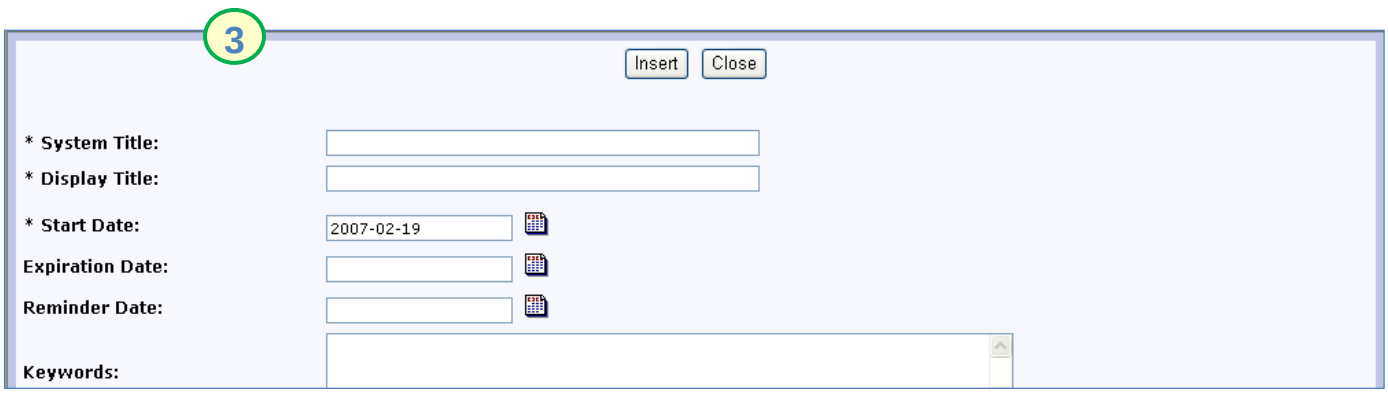
Creating a Generic Content Item -- a Web Page

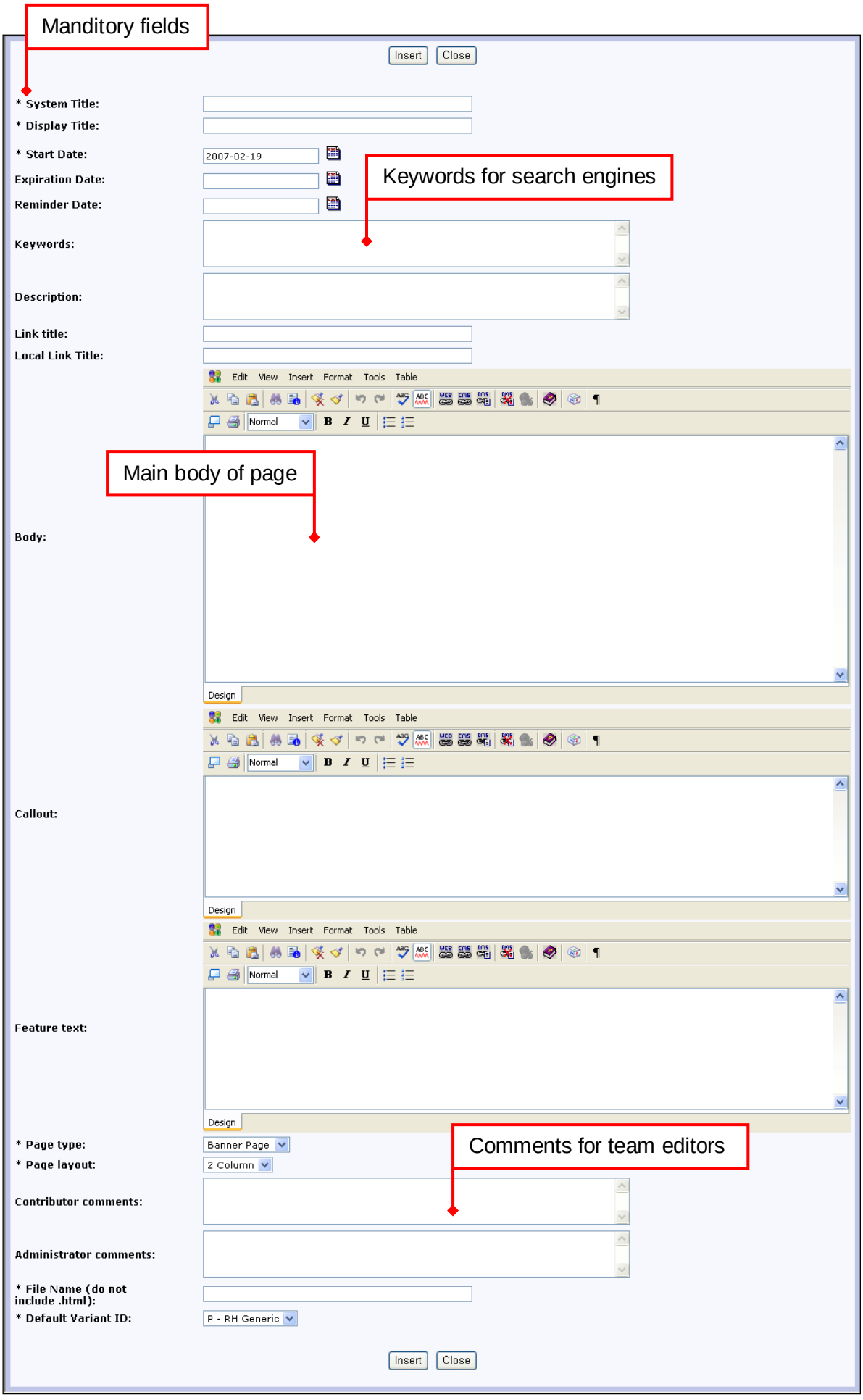
1. First, **right-click** on your community folder in the left navigation column.



2. Select **New Item**, and then, **Generic** from the sub-menus.

3. The **Generic** web form will appear.




Manditory fields
Insert
Close
* System Title:
* Display Title:
* Start Date:
2007-02-19
Expiration Date:
Reminder Date:
Keywords for search engines
Keywords:
Description:
Link title:
Local Link Title:
Edit View Insert Format Tools Table
Normal
Main body of page
Body:
Design
Callout:
Feature text:
* Page type:
Banner Page
* Page layout:
2 Column
Comments for team editors
Contributor comments:
Administrator comments:
* File Name (do not include .html):
* Default Variant ID:
P - RH Generic

System Title: The system title is used internally by Rhythmyx. You will see this title in your community folder, and therefore a suitable name should be used in order to identify the item.

Display Title: The actual title name of the page as it will appear on the live site.

Start Date: Date that content will be made public on the web site. This is used in Workflow ageing transitions and automatically defaults to today's date.

Expiration Date: Date that content should be automatically removed from the web site. If the content item is not expected to be removed, then the field can be left blank.

Reminder Date: Enter a date in which you can be notified by email that item is nearing expiry.

Keywords: Enter comma delimited keywords which will be used as part of the metadata and will enable end users to search on this field.

Description: This is used as part of the metadata and will enable end users to search on this field.

Link Title: This field can be left blank and the Display Title field will be used as the default.

Local Link Title: This is currently not used; leave this blank.

Body: Enter the main contents of the web page. There is an editor toolbar which allows you to format the text with bullets, number lists, heading styles, insert tables, and create hyperlinks.

Callout: This is used when creating special feature banners at the top of a page.

Feature Text: This is used when creating special feature banners at the top of a page.

Page type: Two options are available – banner page or feature page. Banner page which is the default will show a full banner image at the top of the page. Feature page is used when working on homepages which include a special feature banner at the top of the page.

Page layout: Two options are available – 2 or 3 column pages.

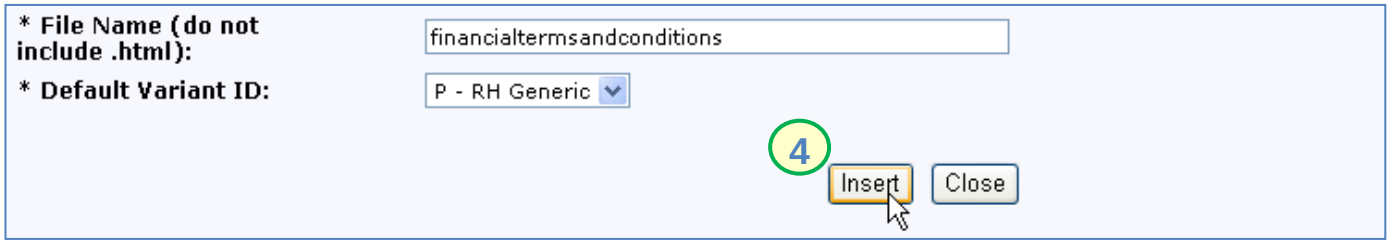
Contributor comments: Enter any comments or notes in this field. It might be in some instances there is a team of editors working in a community.

Administrator comments: This field is reserved for the Web Services administrators.

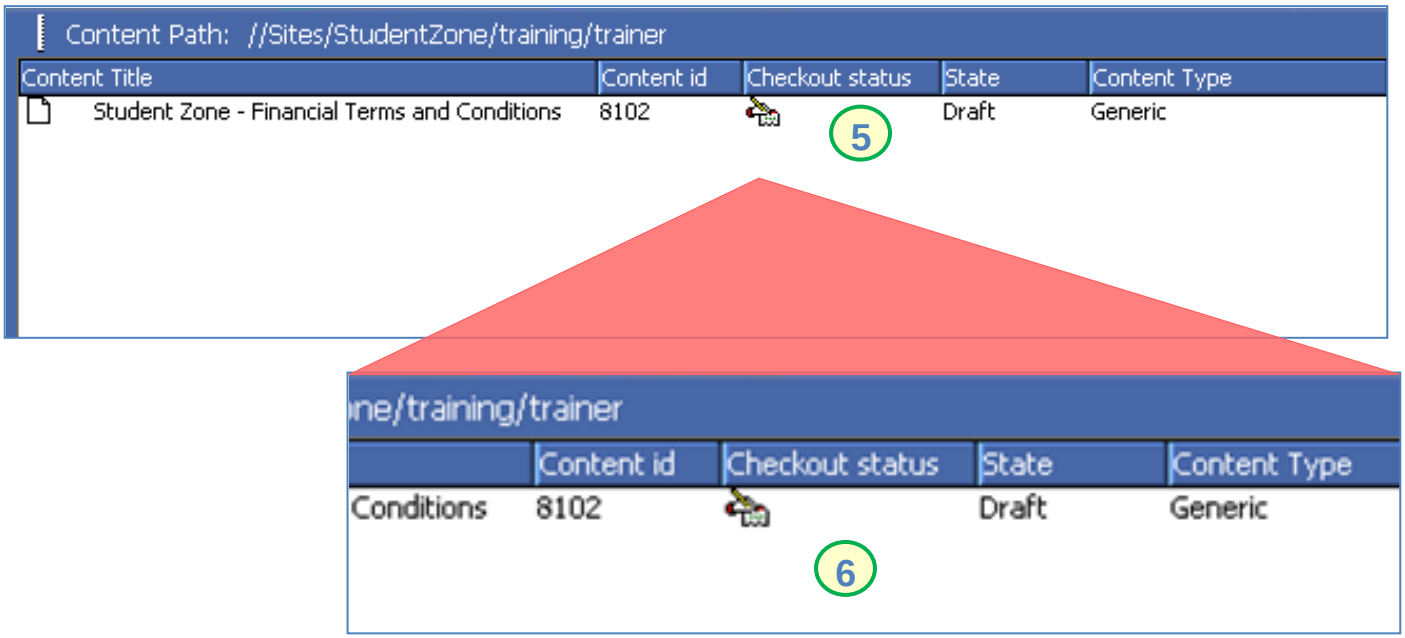
File Name (do not include .html): Enter the URL filename. The URL filename must not contain any spaces or special characters and must be defined in lowercase and be reasonably short. As the title of this field implies, it does not require **.html** as this will be added automatically.

Default Variant ID: This appears automatically and holds the template which will be applied to the content item for formatting to the standard Roehampton style.

4. After completing the mandatory fields click the **Insert** button, and then, click the **Close** button when the window refreshes.



5. On selecting **Close,** you will return to the content explorer window and the content item is now stored in your Rhythmyx community folder.



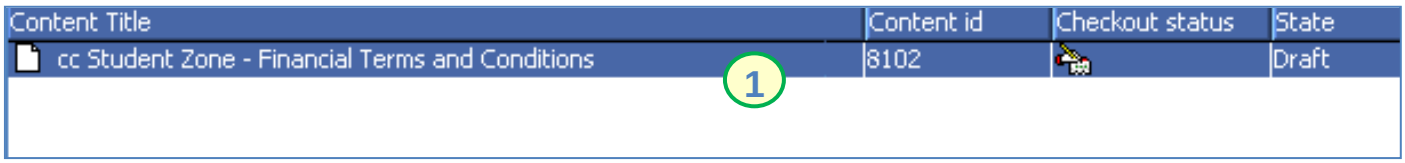
6. There is some important information displayed for the content item you have created:

- the **Content id** which is used for searching and creating hyperlinks
- the **Checkout status** which means the item is locked to you and no one can open it
- the **State** which refers to the Workflow progression of the item.

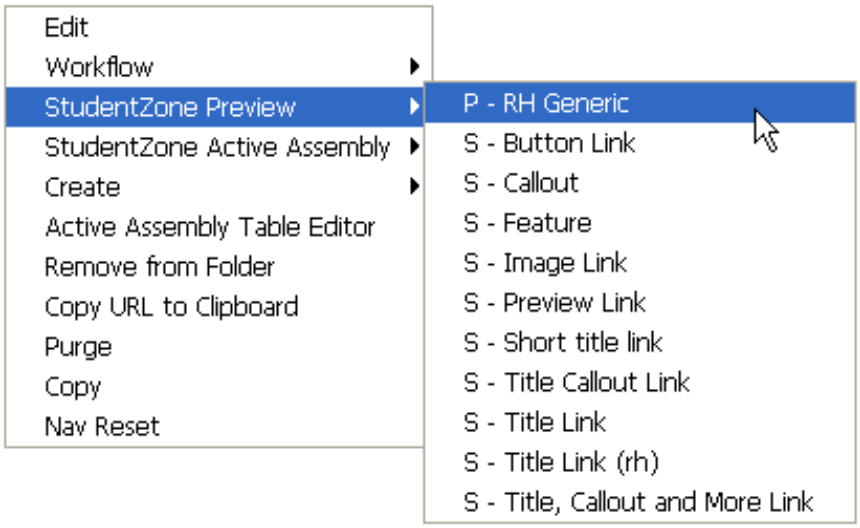
Previewing -- a Good Habit

After adding or editing text into a content item, it is a good habit to preview the changes before you published the item.

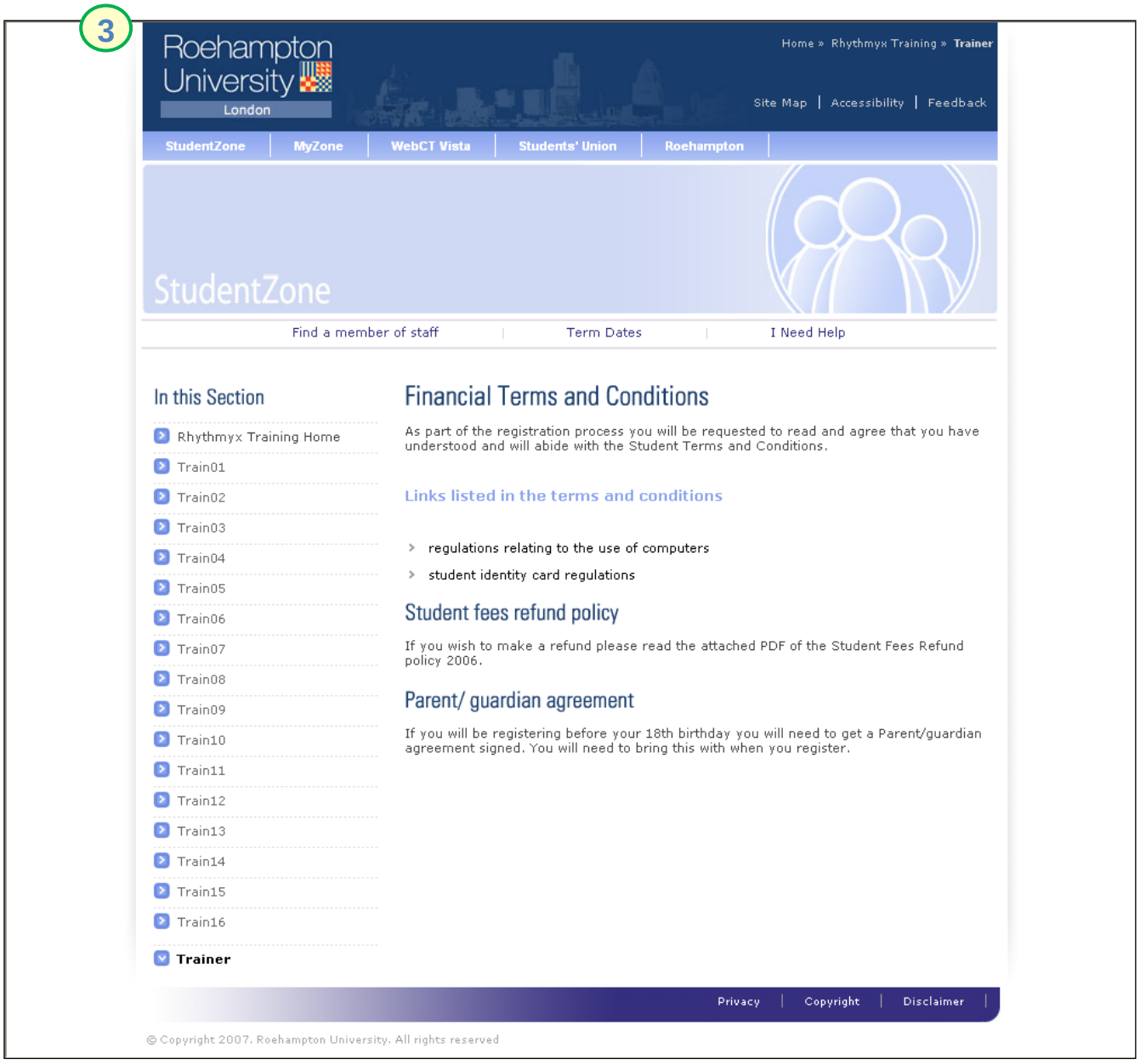
1. Select the content item which may be in a **Draft** or a **Quick Edit** state.



2. Right-click on the content item and select **StudentZone Preview**, and then, **P - RH Generic** from the sub-menus.



3. Rhythmyx assembles this content item into an HTML web page using the **P - RH Generic** template. You will see the item exactly as it would appear on the Roehampton web site.


3
Roehampton University
London
Home » Rhythmyx Training » Trainer
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StudentZone
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Train03
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Train07
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Train12
Train13
Train14
Train15
Train16
Trainer
Financial Terms and Conditions
As part of the registration process you will be requested to read and agree that you have understood and will abide with the Student Terms and Conditions.
Links listed in the terms and conditions
regulations relating to the use of computers
student identity card regulations
Student fees refund policy
If you wish to make a refund please read the attached PDF of the Student Fees Refund policy 2006.
Parent/ guardian agreement
If you will be registering before your 18th birthday you will need to get a Parent/guardian agreement signed. You will need to bring this with when you register.
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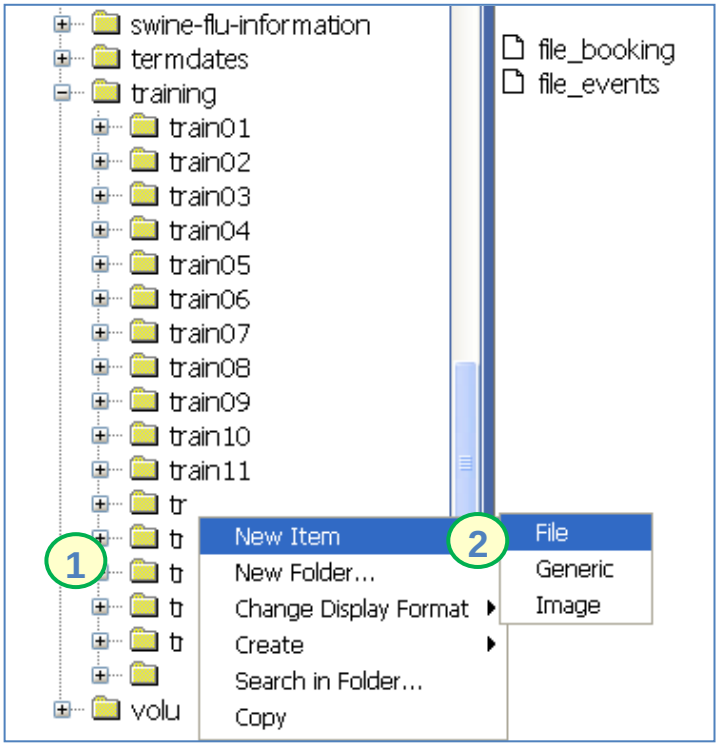
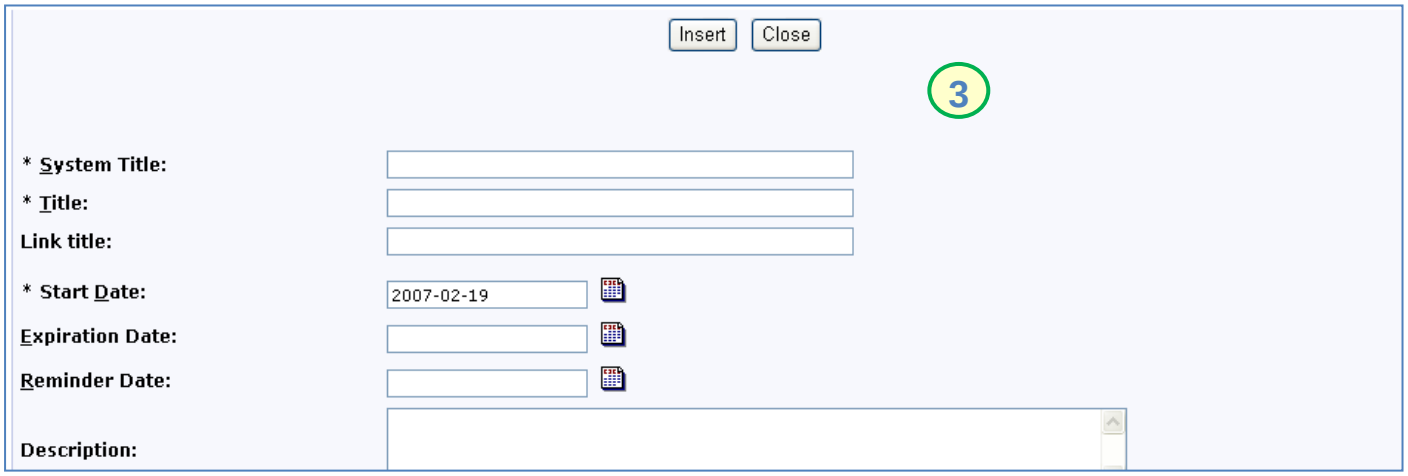
Uploading a File

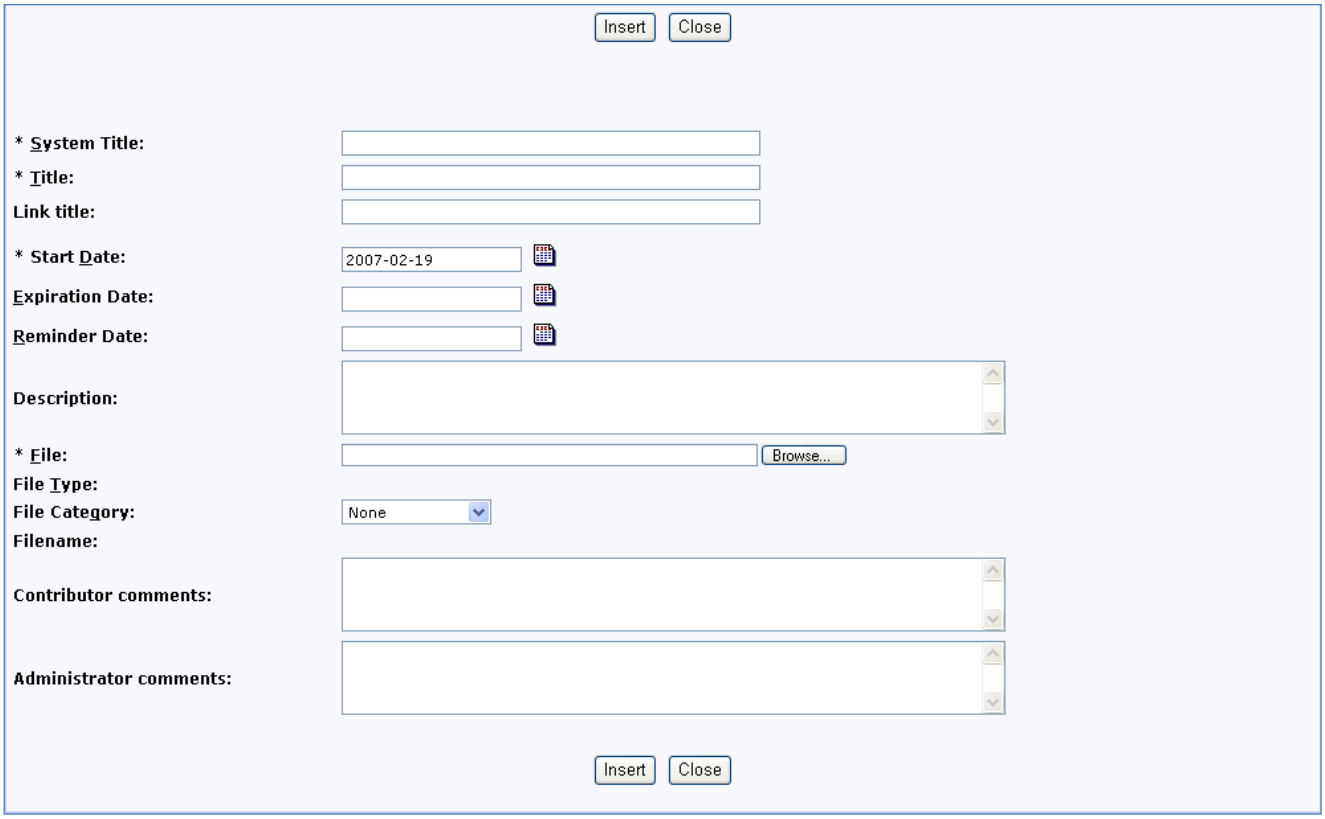
1. First, **right-click** on your community folder in the left navigation column.



2. Select **New Item,** and then, **File** from the sub-menus.



3. This opens the **File** web form which enables Adobe Acrobat PDF, Word documents, and Excel spreadsheets to be uploaded to your community folder.



System Title: The system title is used internally by Rhythmyx. You will see this title in your community folder, and therefore a suitable name should be used in order to identify the item.

Title Enter the title of the PDF, Word document, or Excel spreadsheet.

Link Title: This field can be left blank and the Title field will be used as the default.

Start Date: Date that content will be made public on the web site. This is used in Workflow ageing transitions and automatically defaults to today's date.

Expiration Date: Date that content should be automatically removed from the web site.

Reminder Date: Enter a date in which you can be notified by email that item is nearing expiry.

Description: This is used as part of the metadata and will enable end users to search on this field.

File: Click on the **Browse** button to select the file to be uploaded. Documents that are commonly uploaded are Adobe Acrobat PDF, Word documents and Excel spreadsheets.

File Type: This is automatically updated by Rhythmyx and is used to define the file type.

File Category: This is currently not being used; this field can be left blank.

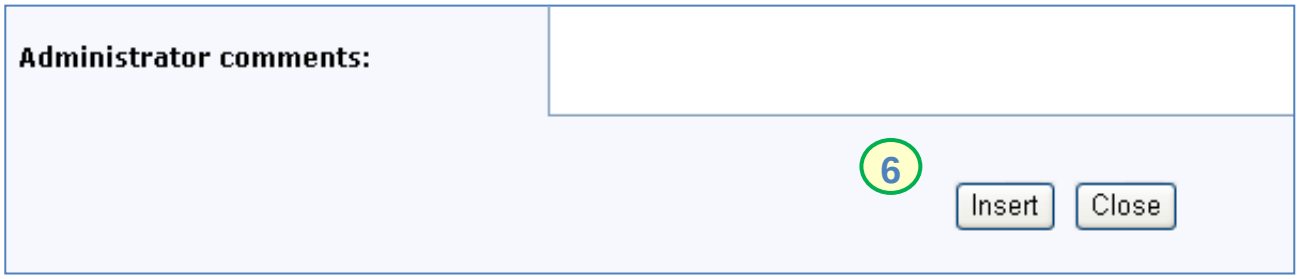
Filename: This is automatically updated by Rhythmyx and is used to denote a unique file name

Contributor comments: Enter any comments or notes in this field. It might be in some instances there is a team of editors working in a community.

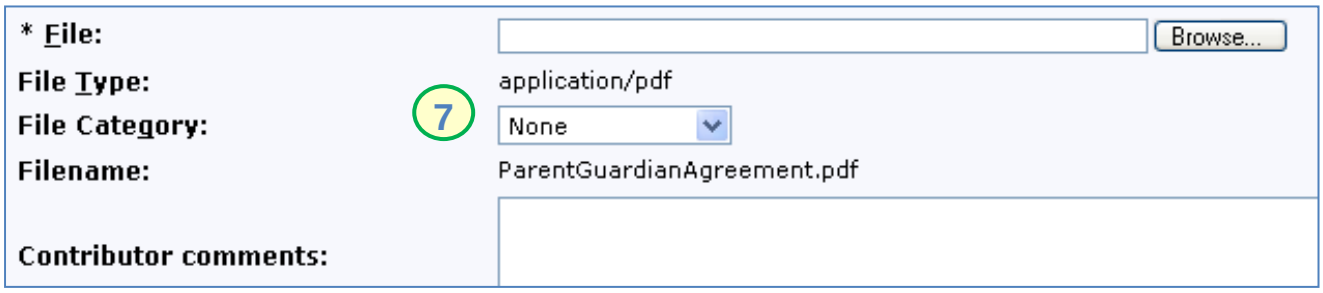
Administrator comments: This field is reserved for the Web Services administrators.

4. Fill in the required fields (System Title, Title, Start Date, and File).

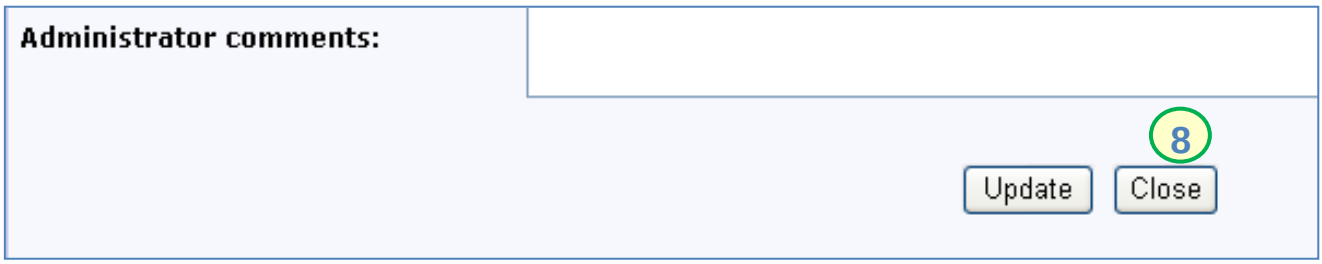
5. For the **File** field, click the **Browse** button to navigate and select the file.



6. Once the file has been selected, click the **Insert** button to upload the file into your community folder.



7. The **File Type** field and **Filename** field will be automatically completed by Rhythmyx after you click the **Insert** button.



8. If there are no errors, click the **Close** button to close the web form and return to the content explorer window.

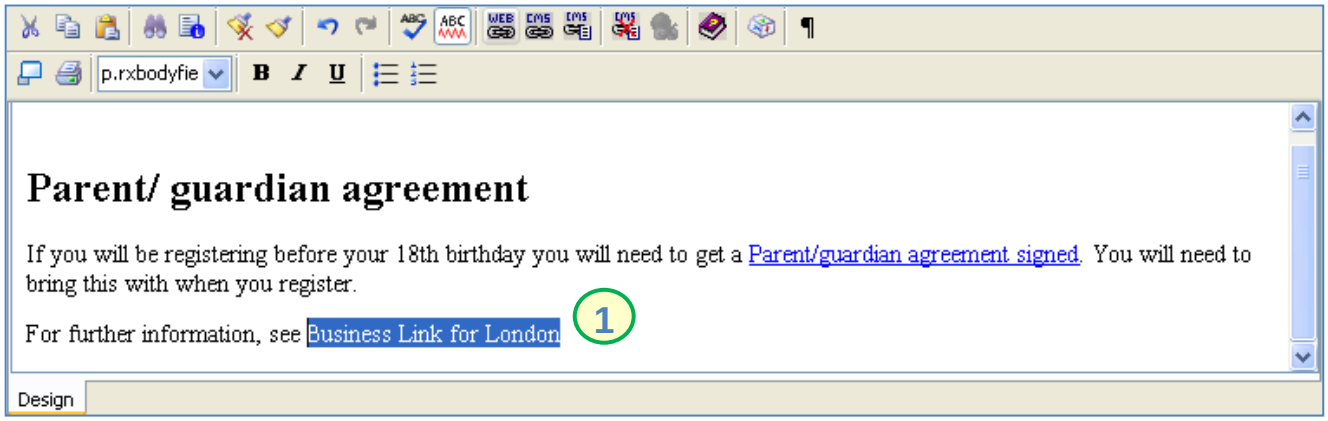
Type of Links

The text editor provides three ways to embed hyperlinks within the body of a page:

	Web Link	To add a link to an external website (outside the Roehampton site) and to add an email link.
	Inline Link	To add a link to a content item that exists within the Roehampton site, for example, a file to download or another Roehampton page.
	Inline Variant	To insert an image onto your page. The image must be stored in your community folder or in any community within the Roehampton site.

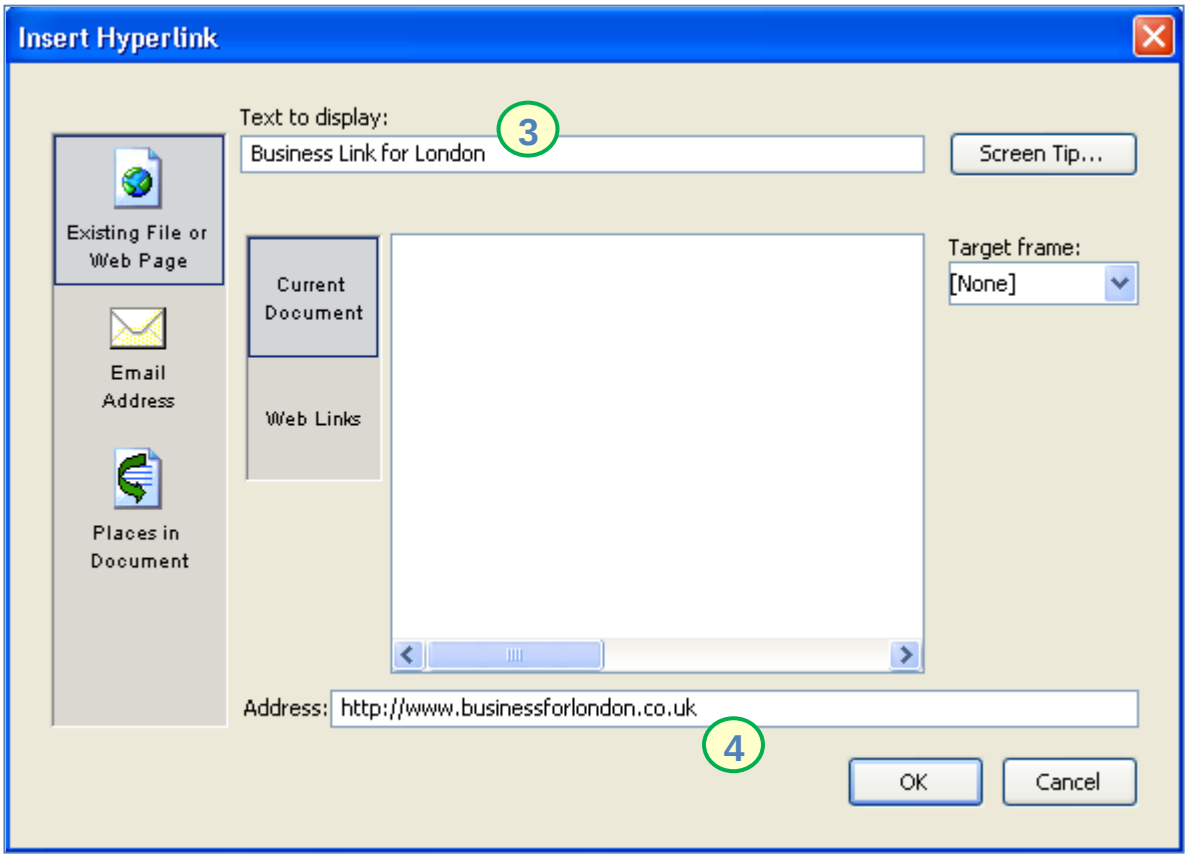
Link to an External Web Page

1. To create a link to an external website, select the word(s) you want to link on.

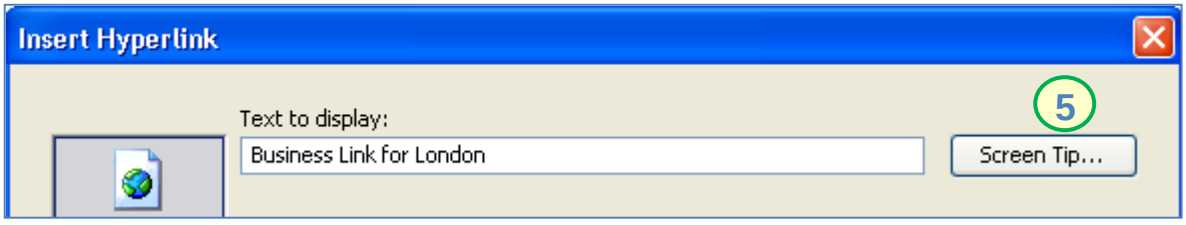

p.rxbodyfie
Parent/ guardian agreement
If you will be registering before your 18th birthday you will need to get a Parent/guardian agreement signed. You will need to bring this with when you register.
For further information, see Business Link for London
1
Design

2. Click the **Web Link** button in the editor toolbar.

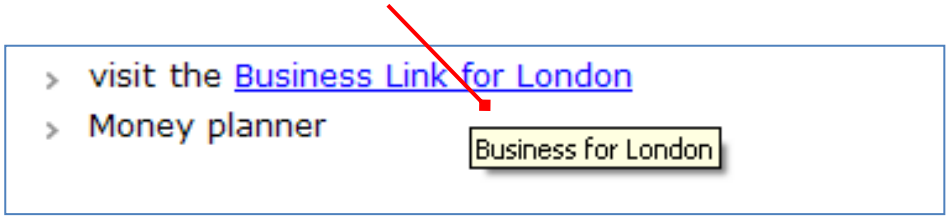
3. The **Insert Hyperlink** dialogue box will appear. The text you selected will appear in the **Text to display:** box



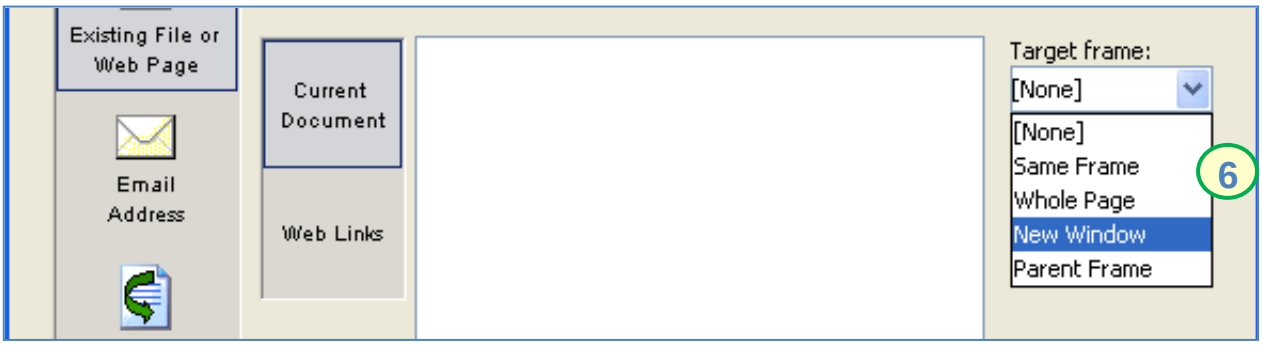
4. Type in the correct URL in the **Address:** box for the web page you want to link to.



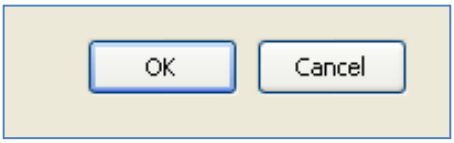
5. Use the **Screen Tip** button to create the "yellow-boxed" screen tips that appear when you scroll the mouse across a hyperlink



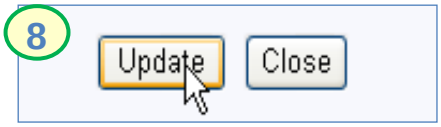
6. Change the **Target frame:** box to **New Window**, as this link goes to an external web page.



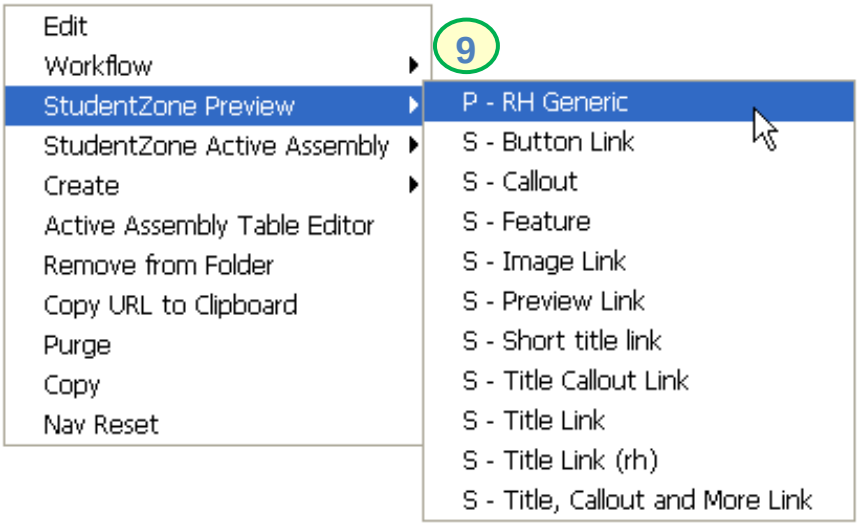
7. Click the **OK** button on the **Insert Hyperlink** dialogue box.



8. To save the changes to your web page, select the **Update** button at the bottom of the web form, and then the **Close** button if you want to close the web form.

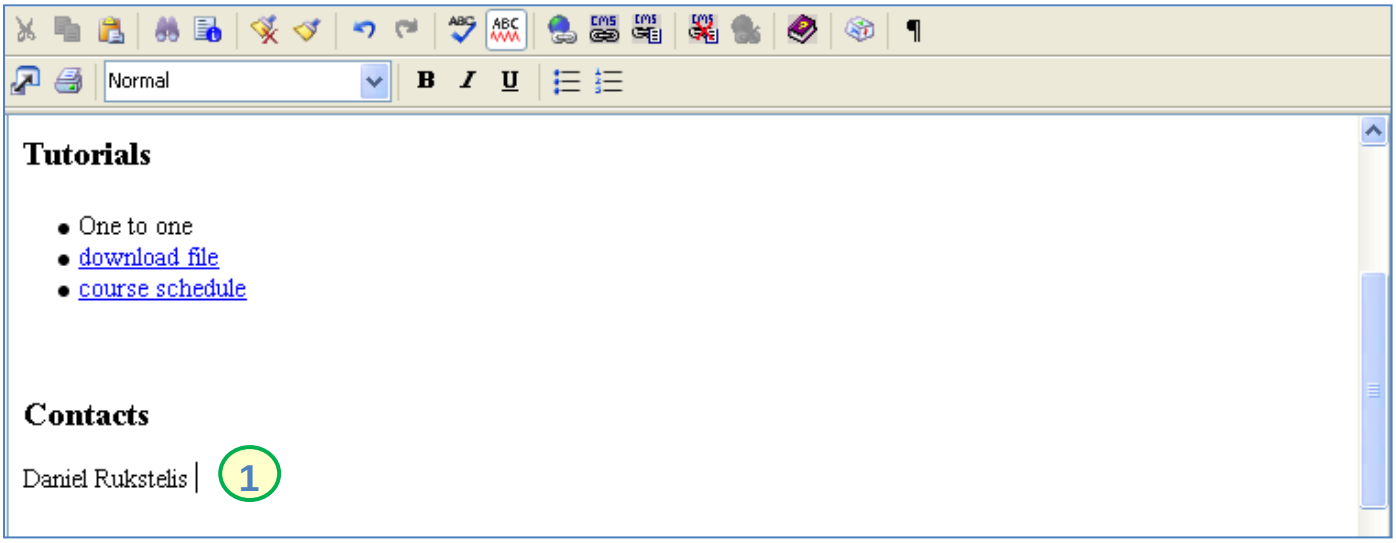


9. To check the web link works successfully, open the preview window as described earlier. You can test hyperlinks only in the preview window, and this is the recommended "good practice" for web editors before making the page live on the Roehampton web site.



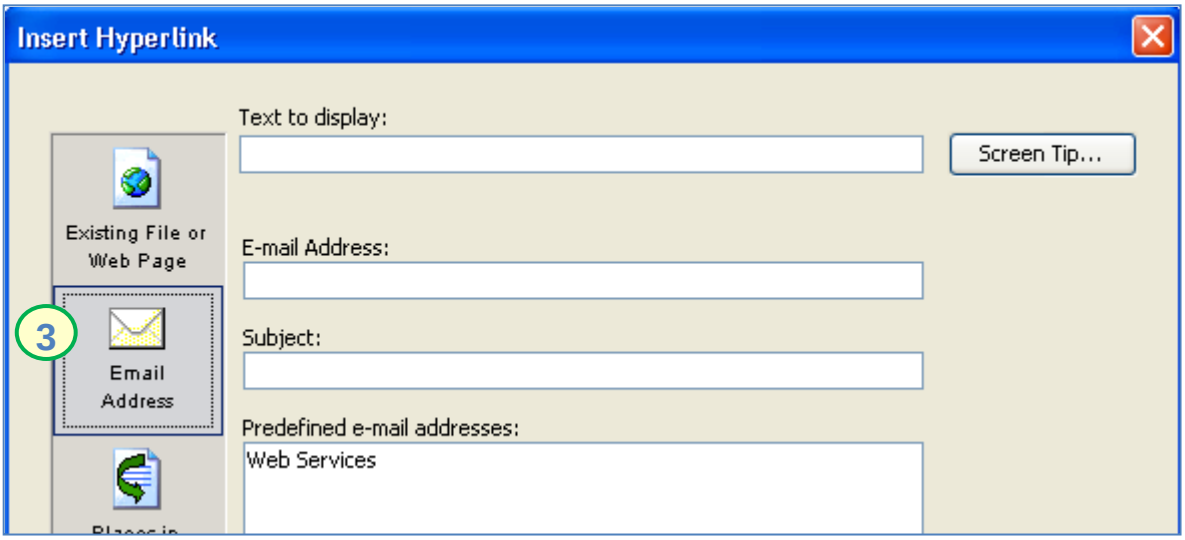
Link to an Email Address:

1. To create an email link, click next to (or underneath) the name for whose email address you want to display.

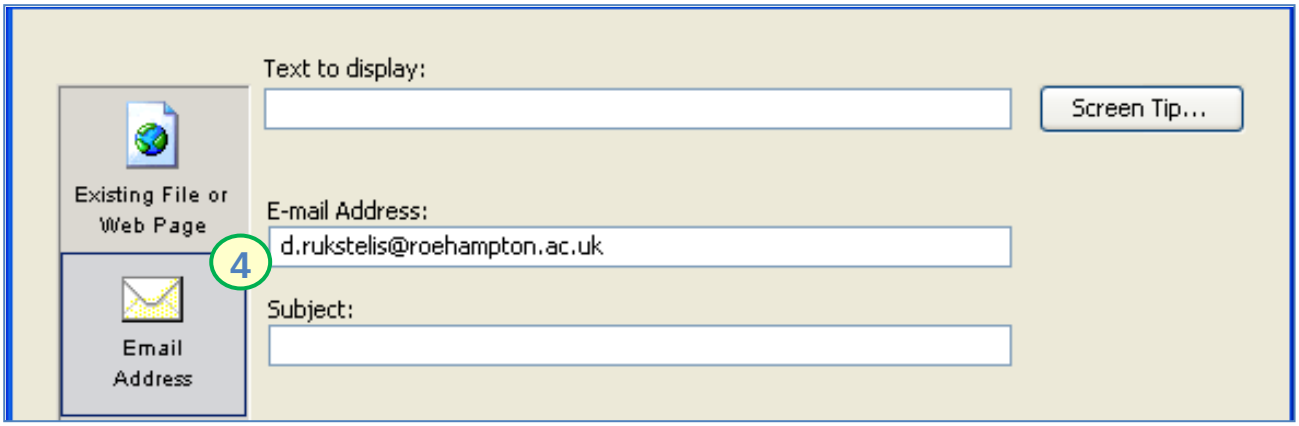


2. Click the **Web Link** button in the editor toolbar.

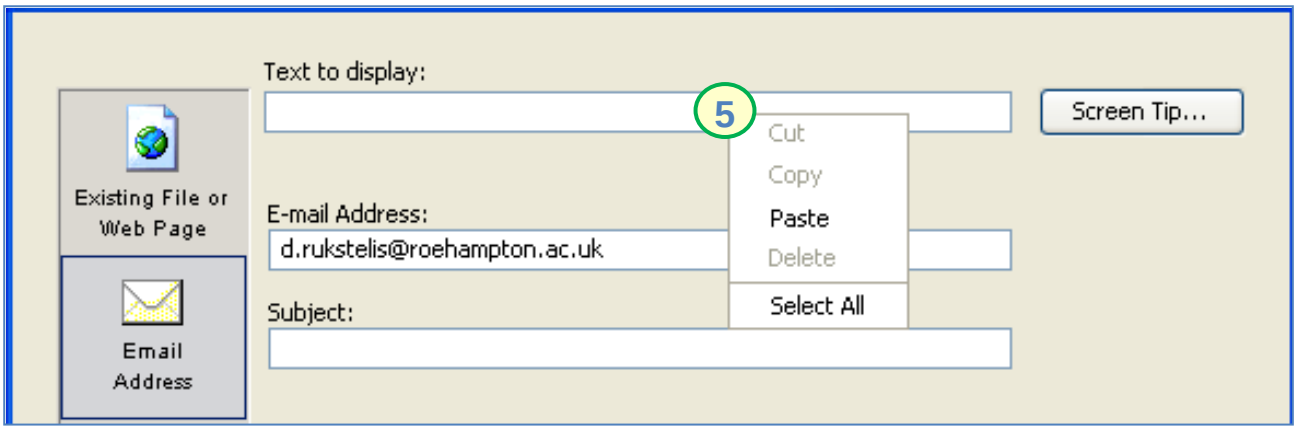
3. The **Insert Hyperlink** dialogue box will appear. You must select the **Email Address** button in the left navigation column.



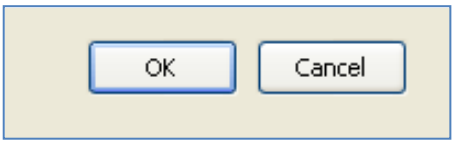
4. In the **E-mail Address:** box, type in the address.



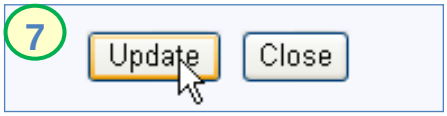
5. Copy and paste the address into the **Text to display:** box



6. Click the **OK** button on the **Insert Hyperlink** dialogue box.



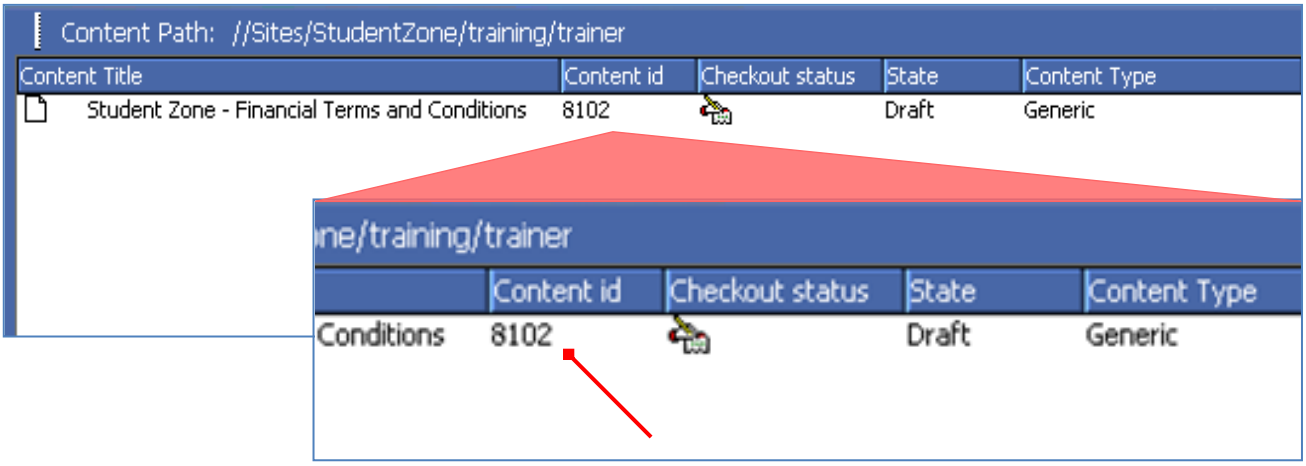
7. To save the changes to your web page, select the **Update** button at the bottom of the web form, and then the **Close** button if you want to close the web form.



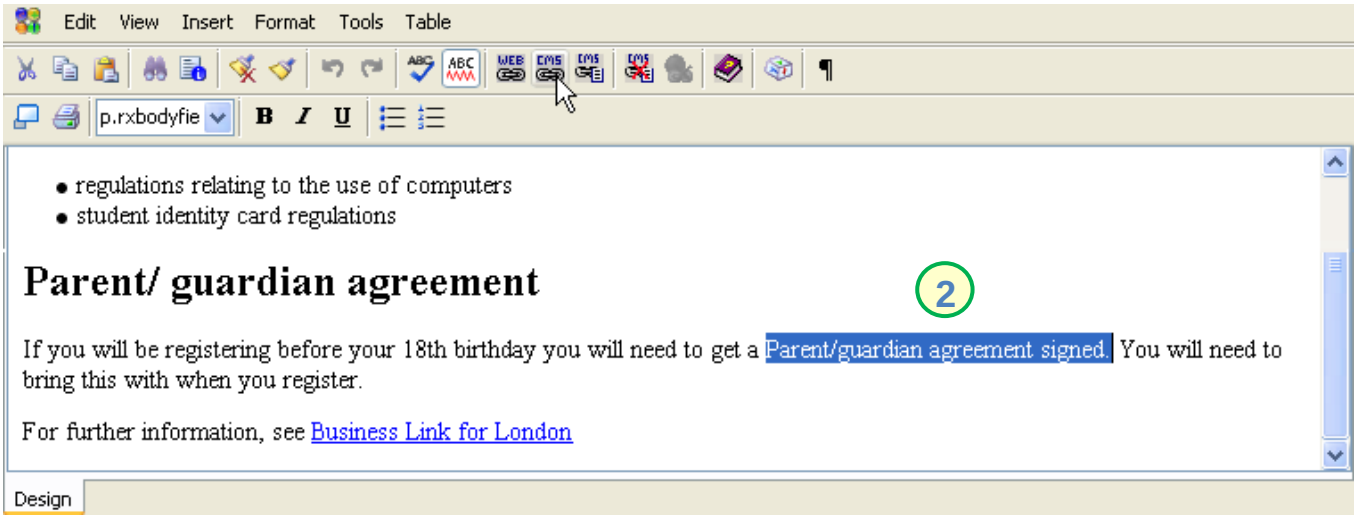
Link to a Rhythmyx Content Item

Use an inline link when you want to link to other content items located in your Rhythmyx community folder, for example, a file to be available for downloading or a link to a colleague's web page.

1. Before creating the inline link, take note the **content id** of the item you want to link to.



2. Next, select the text to use as the hotspot for the link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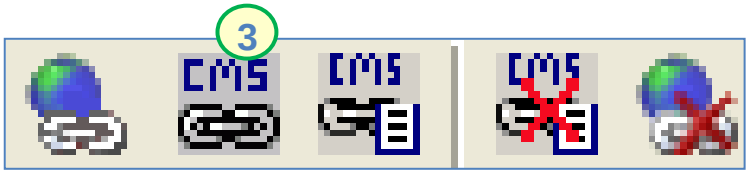
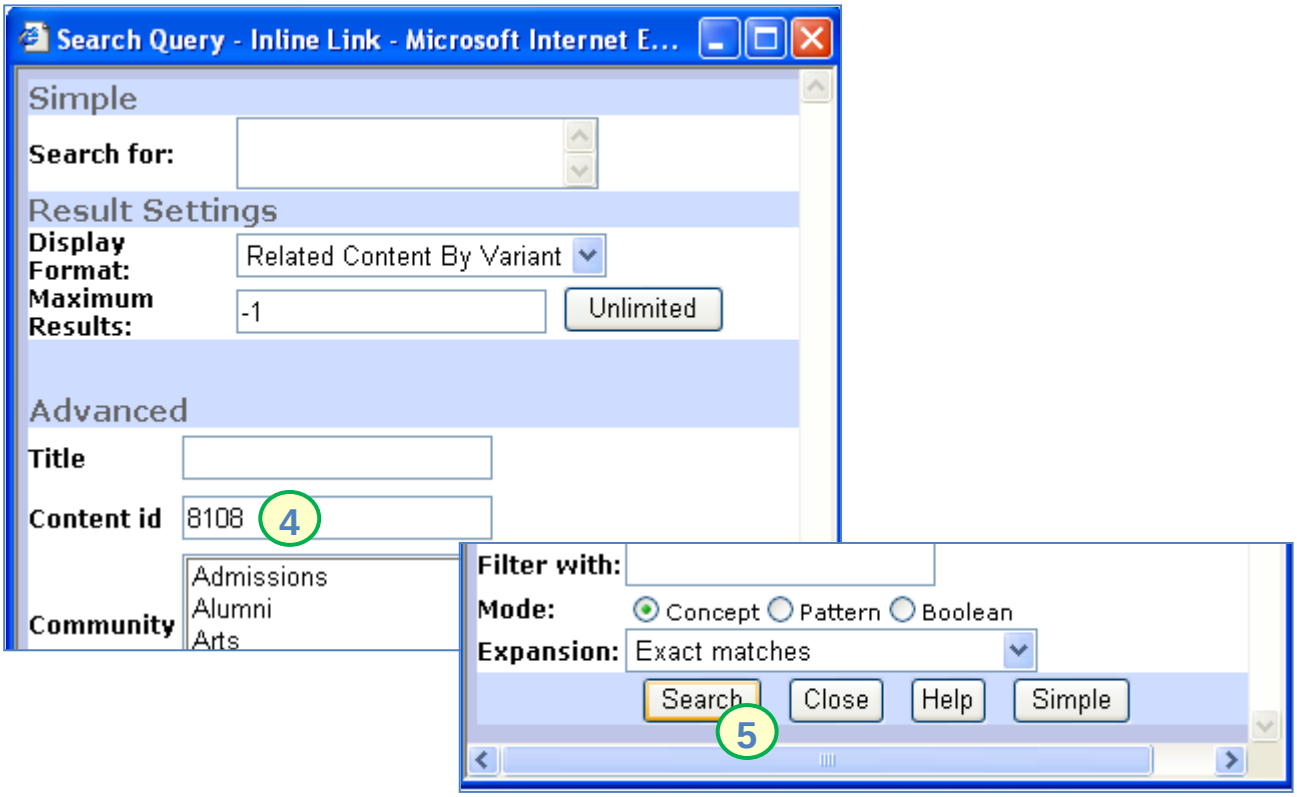
regulations relating to the use of computers
student identity card regulations
Parent/ guardian agreement
2
If you will be registering before your 18th birthday you will need to get a Parent/guardian agreement signed. You will need to bring this with when you register.
For further information, see Business Link for London
Design

3. Click the **Inline Link** button in the editor toolbar

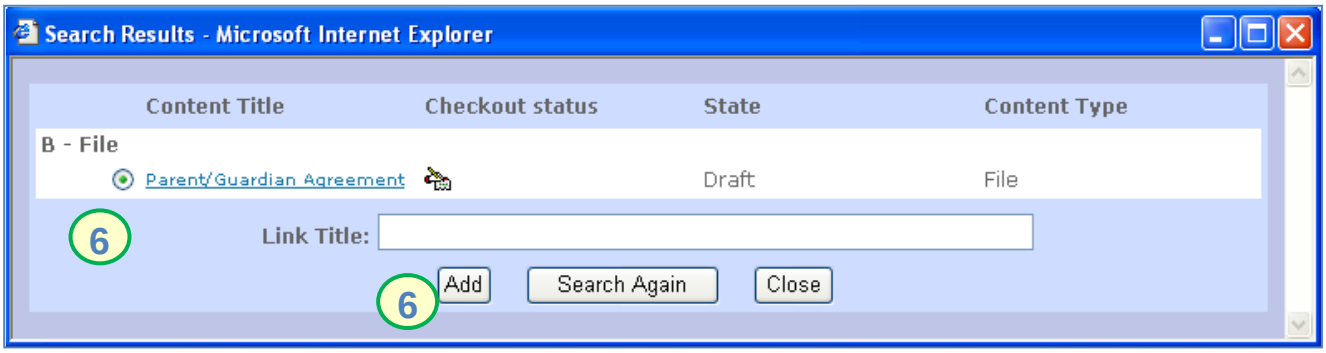


4. A search dialogue box appears. In the **Content id** box enter the id number of the File item or Generic item that you want to link to.

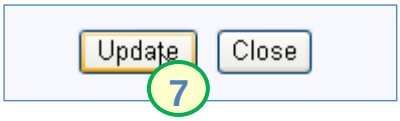


5. Scroll to the bottom of the search box and click the **Search** button

6. When the search result comes back, select the content item by clicking the radio button; and then click the **Add** button to complete the link.

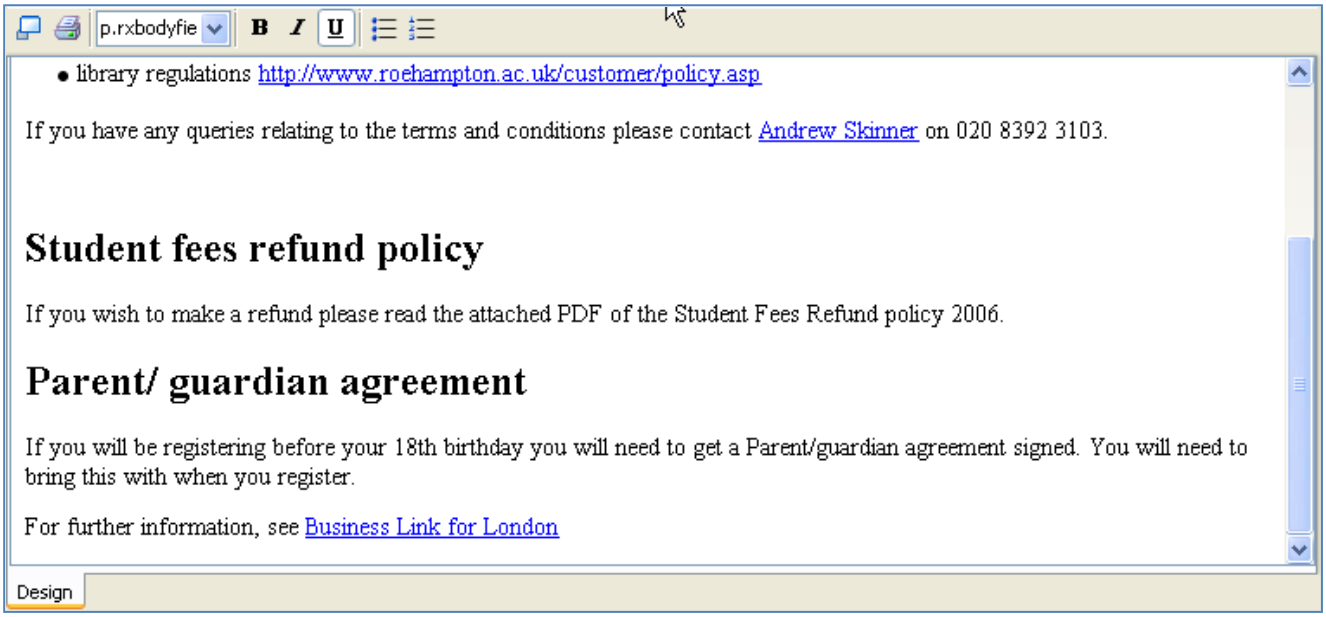


7. Be sure to click the **Update** button (at the bottom of the web form) to save the changes.



Deleting Links

1. Select the link that needs to be removed. It could be a link to an email address, or a link to an external web page, or a link to a file.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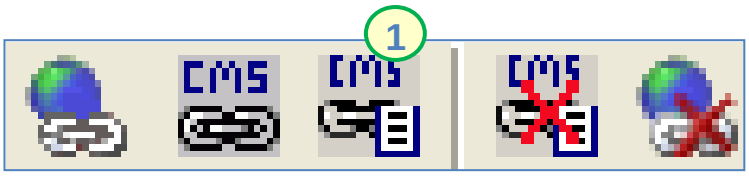
U
• library regulations http://www.roehampton.ac.uk/customer/policy.asp
If you have any queries relating to the terms and conditions please contact Andrew Skinner on 020 8392 3103.
Student fees refund policy
If you wish to make a refund please read the attached PDF of the Student Fees Refund policy 2006.
Parent/ guardian agreement
If you will be registering before your 18th birthday you will need to get a Parent/guardian agreement signed. You will need to bring this with when you register.
For further information, see Business Link for London
Design

2. In the editor toolbar, click the **Delete Link** button (this will delete the link, but leave the text).

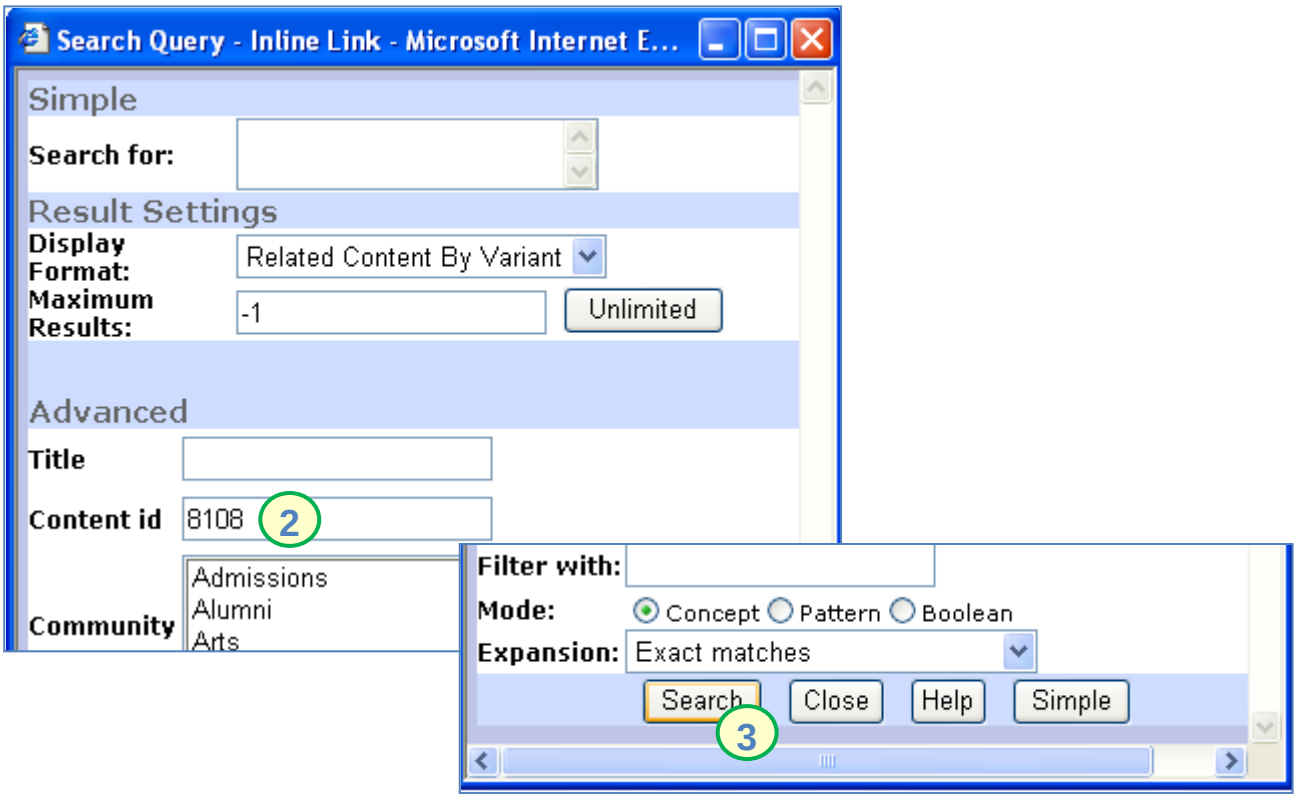
Creating Inline Variants

Use an Inline Variant link when an image is to be added onto your Generic content item. Remember, the image must be stored in the Rhythmyx community folder (just the same as a file, you want available to be downloaded, must be stored in the Rhythmyx community folder)

1. An image anchors “inline” with the top of a line of text. Place your curser at the beginning of the line you want to anchor to, and click the **Inline Variant** button in the editor toolbar.

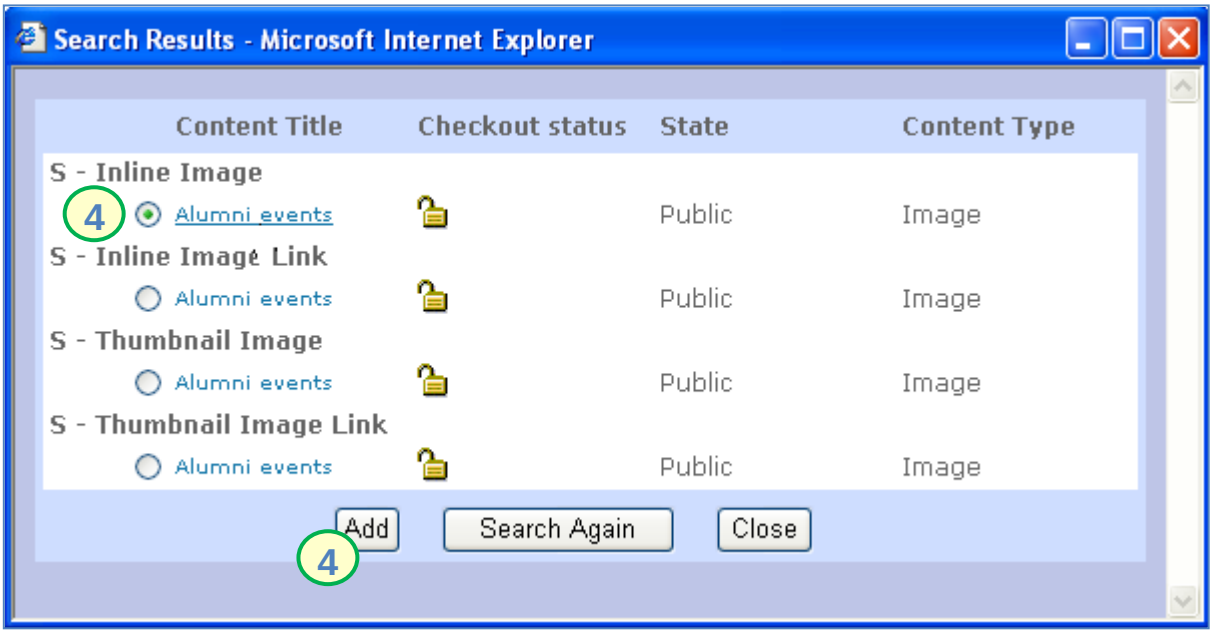


2. A search dialogue box appears. In the **Content id** box enter the id number of the image that you want to link to.



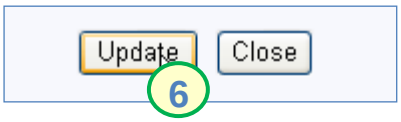
3. Scroll to the bottom of the search box and click the **Search** button

4. When the search result comes back, select the **S – Inline Image** option by clicking the radio button; and then click the **Add** button to complete the link.



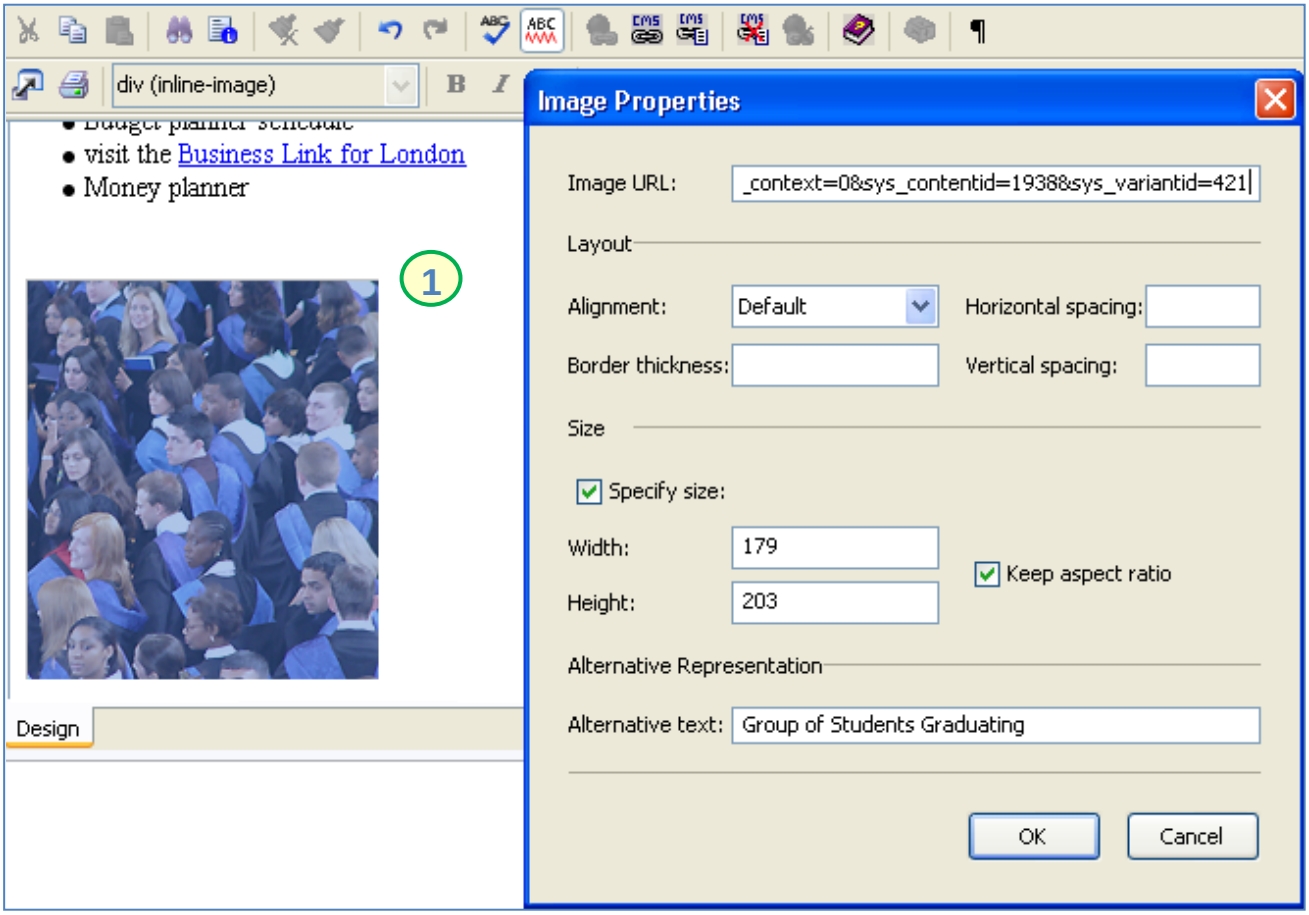
5. The image now shows in the **Body:** box on the left-hand side of the page; but after you update the change, Rhythmyx will move it to the right-hand side.

6. Be sure to click the **Update** button (at the bottom of the web form) to save the changes.

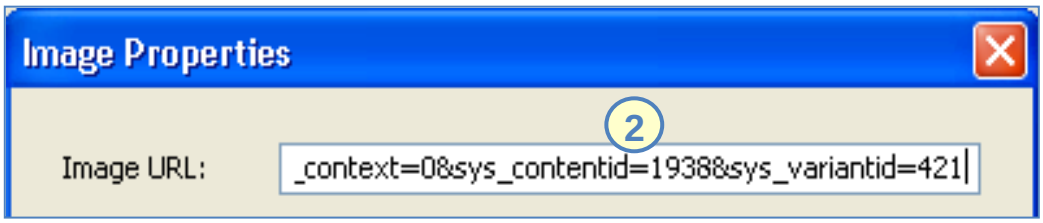


Deleting Inline Variants

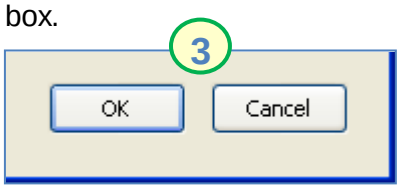
1. To delete an inline variant (image), double-click on the image, and an **Image Properties** dialogue box will appear.



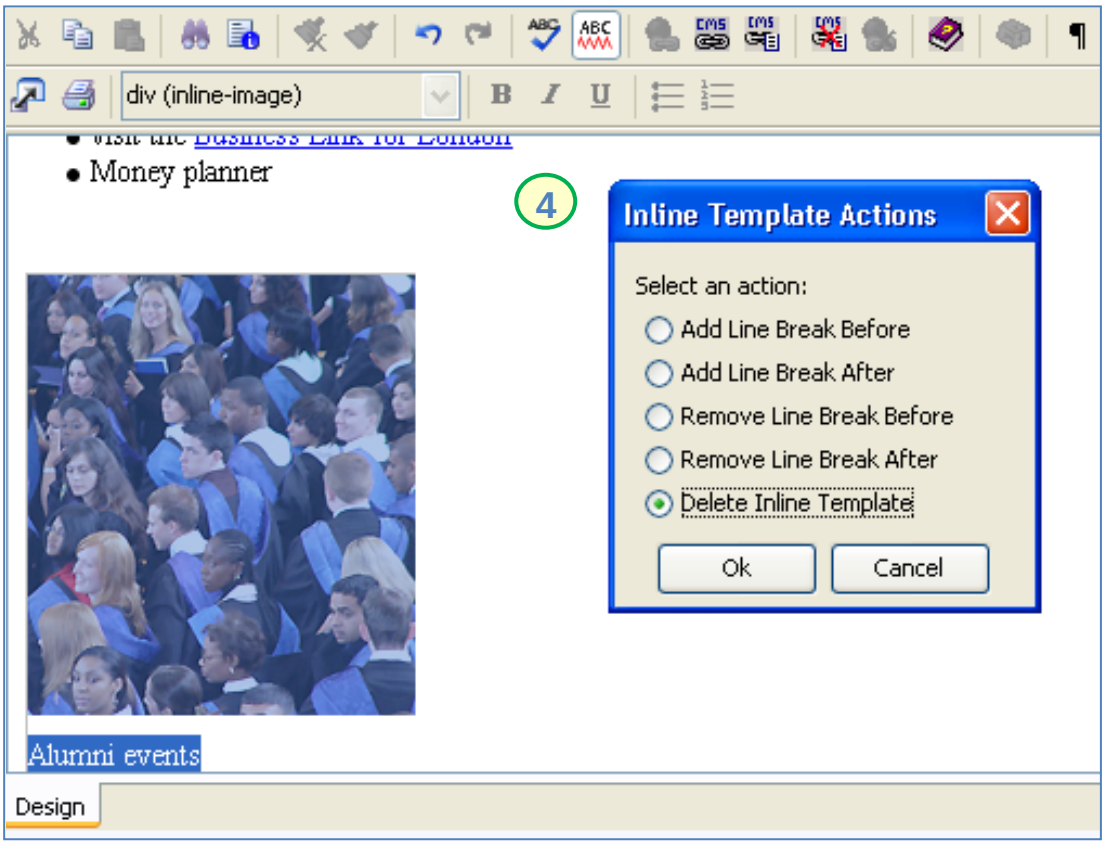
2. The **Content id** number of the image should appear in the **Image URL:** box.



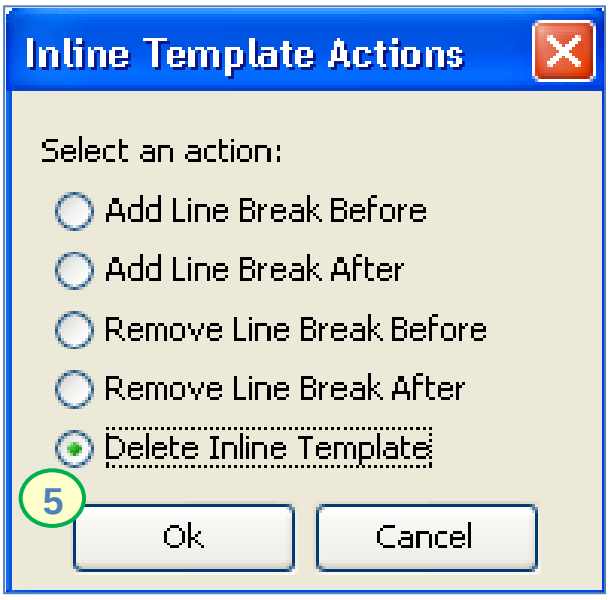
3. Click the **OK** button at the bottom of the **Image Properties** dialogue box.



4. An **Inline Template Actions** dialogue box will appear.



5. Select the **Delete Inline Template** radio button and then click the **OK** button.

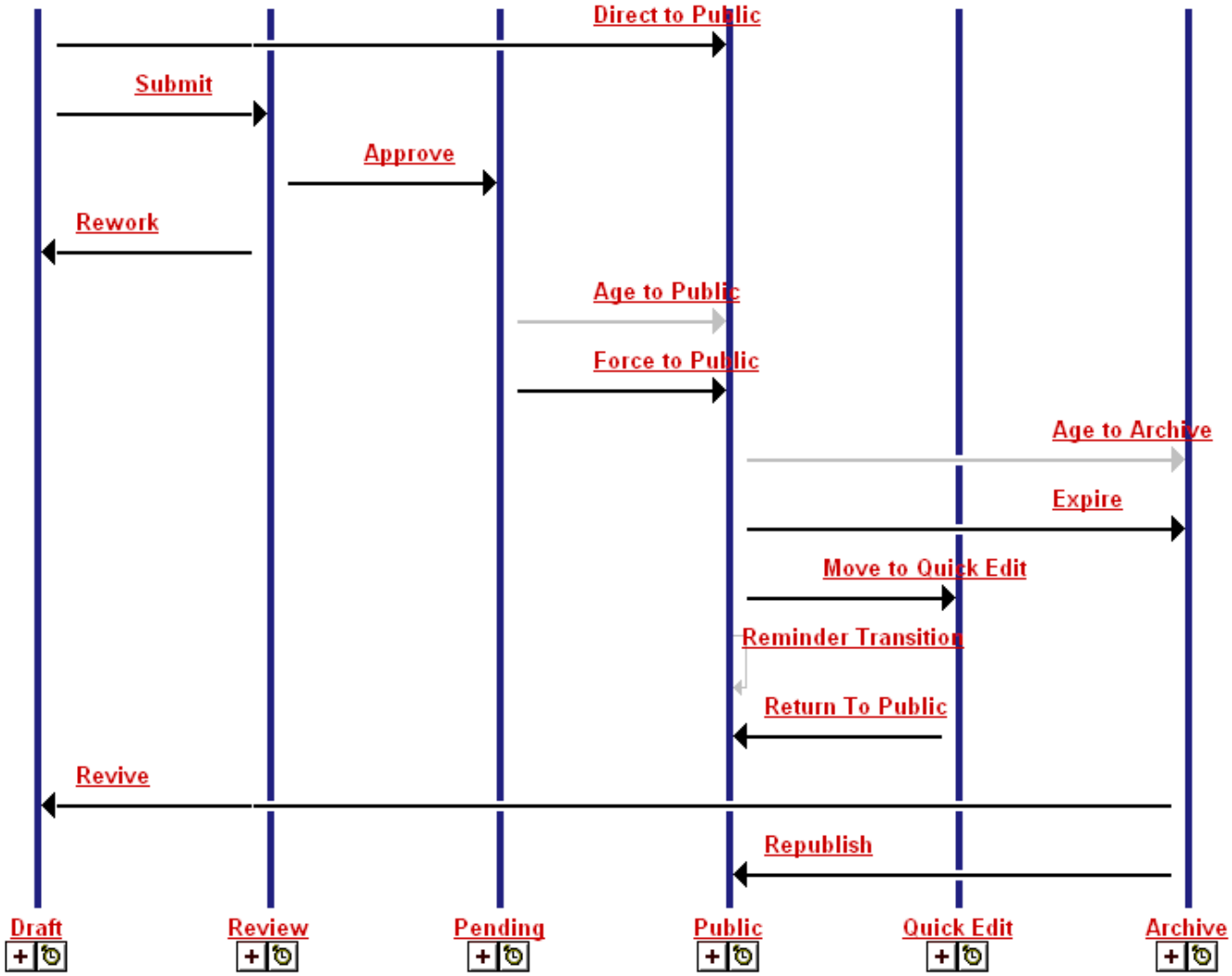


Workflow

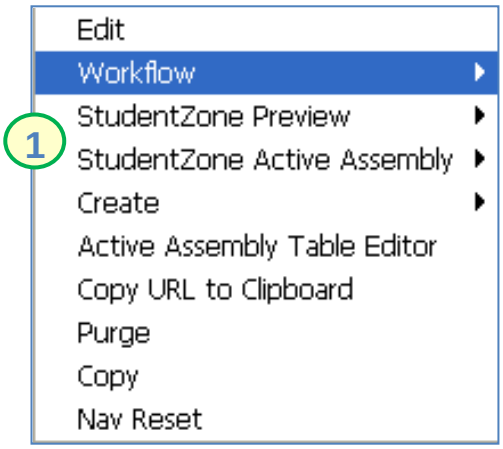
Workflow is an integral component of the Rhythmyx Content Management system. All content items must be transitioned through an appropriate Workflow stage before that content can be published onto the live Roehampton web site.

Transitioning Content Items through Workflow

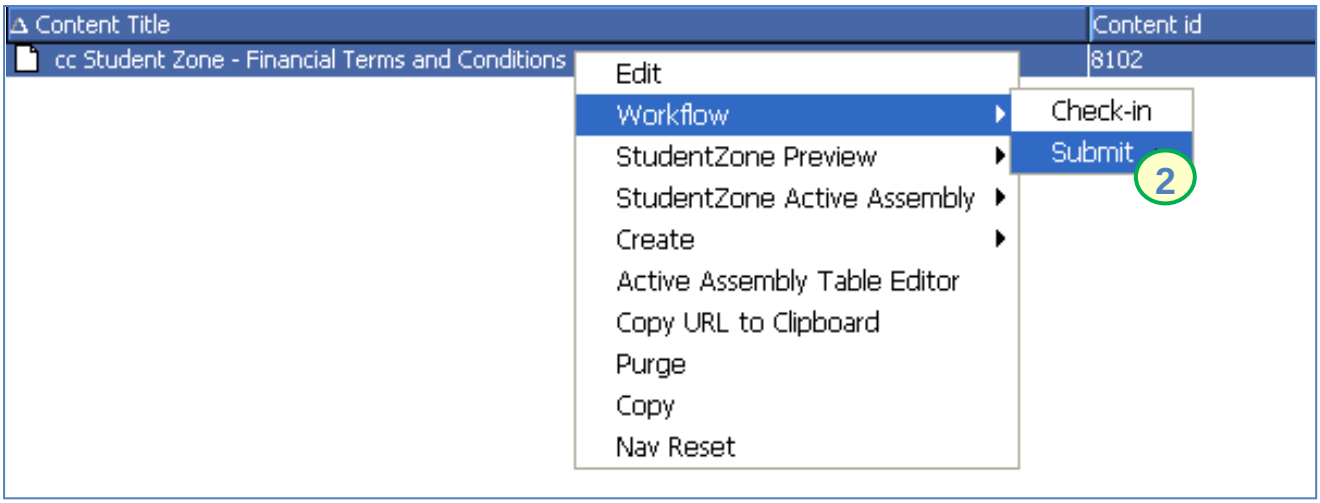
The following is a diagram of the general Workflow states used for Generic, File, and Image content items.



1. Right-click on a content item, and select the **Workflow** menu.



2. Rhythmyx displays a list of applicable transitions based on what Workflow state the content item is currently in.

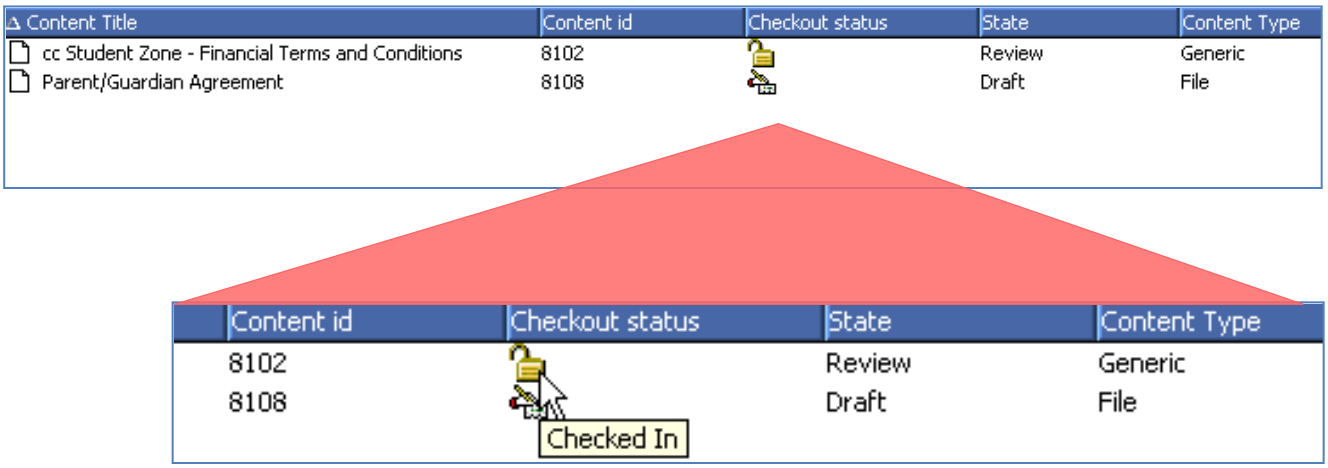


Notes

Check-in and **Check-out** are not Workflow transitions. Anytime a content item is edited, Rhythmyx automatically checks out the content item so that no one else can modify it until it is checked in again.

When transitioning content through a Workflow state, Rhythmyx automatically checks in the content item.

Use the **Check-in** action to allow someone else access to the content item before transitioning it to the next Workflow state.

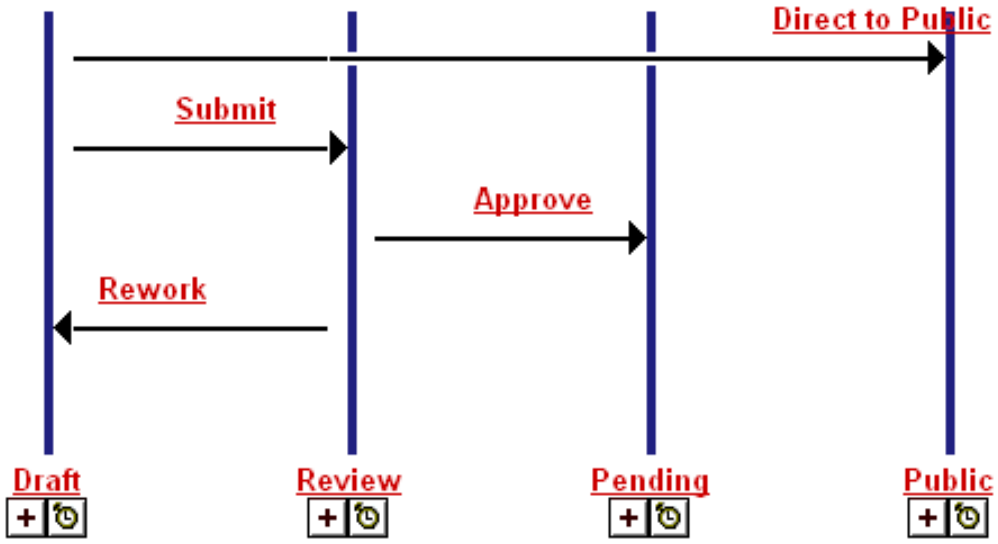


The above example show a Generic content item submitted through Workflow. It now shows up as **Checked In** and in the **Review** Workflow state.

Notes

When the author submits a content item into the **Review** Workflow state, they must wait for an editor to review this submitted content item and to select either **Approve** or **Rework**.

If the editor selects Approve, the content item moves into the **Pending** Workflow state. And if the editor selects Rework, the content item returns to the **Draft** Workflow state (see diagram below).



Notes

For all content items moved into the **Public** Workflow state, the next time the Rhythmyx Publisher runs it will publish these items to the live Roehampton web site. Publishing occurs automatically at a quarter past the hour and at a quarter to the hour.

Failure to place a content item (for example, a File or Image) into the **Public** Workflow state will mean that your home (landing) page will publish successfully without the inline links to the file or image.

Further Help

Web Services	**Erasmus House**
	webservices@roehampton.ac.uk
Documentation	**Information Centre; Staff MyZone**
	https://my.roehampton.ac.uk/information/pages/default.aspx
Software Advisor	**Daniel Rukstelis**
	d.rukstelis@roehampton.ac.uk